



Meghalaya Early Childhood Development Mission

(The Nodal Agency under Social Welfare Department, Govt. of Meghalaya for the implementation of ECD Mission)

✉ mecdms2022@gmail.com

No. MECDM/HR Advertisement/VOL 1/ 203/2024-25/ 1475

Dated Shillong, 16th October, 2024

Advertisement

The Meghalaya Early Childhood Development Mission (MECDM) invites applications from the eligible candidates in prescribed format to fill up the following positions on a contractual basis.

1. Name of the position

S.No	Position	Desired Qualifications & Experience	Place of Posting	Monthly Salary	No. of Position
1	Civil Engineer	<p>Qualification: Bachelor Degree in Civil Engineering offered by a University recognised by the UGC or an associate membership/similar qualification obtained from a recognized professional institution in the field of civil engineering</p> <p>Experience: Minimum 03 years of post-qualification experience at supervision of construction work and structural design. Preference will be given to those having experience in the relevant field of civil works in the Rural Development sector.</p> <p>Essential Skills:</p> <ol style="list-style-type: none">1. Experience in contract management, preparation of estimates civil works bills and measurement books.2. Good Command of computer programs and applications. (AutoCAD, StaadPro, 3D Software)3. Demonstrated strong values and professional integrity.4. Preparation of Designs <p>Requirement: The work will entail frequent travelling to the project cluster/village</p>	Tura	Rs 50,000/-	1
2	Manager – Knowledge Management & Communications	<p>Qualification: Master Degree in Mass Communications or Media Technology/ Digital Solutions & Advertising offered by a University recognised by the UGC</p> <p>Experience: Minimum 03 years of post-qualification experience in Knowledge Management & Communications, Content management, Communication Strategy, Management Information Systems, Digital Curation of Materials, Information, Education, and Communication (IEC) developing knowledge.</p> <p>Essential Skills:</p> <ol style="list-style-type: none">1. Proficient in documentation, research and communication.2. Experience in collecting and recording knowledge and information3. Knowledge of applications of multimedia would be preferred.4. General Awareness and application of Photography/videography including photo/video editing5. Well versed in both verbal and written communication <p>Requirement: The work will entail frequent travelling to the project cluster/village</p>	Shillong	Rs 40,000/-	1

2. The candidates will have to apply through Online or Offline Application mode which can be availed at the office of Meghalaya Early Childhood Development Mission office located at 1st Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001.
3. For online application: Link
 - 3.1 Civil Engineer: <https://tinyurl.com/enggtura>
 - 3.2 Manager – Knowledge Management & Communications: <https://tinyurl.com/ecdkmcmgr>
4. Interested candidates may collect application forms between **10:00 AM to 05:00 PM** from **18th October, 2024** up to **4th November, 2024**
5. Candidates are advised to go through the terms and conditions of the recruitment process thoroughly and satisfy themselves of their eligibility before applying which is available on Social Welfare Department website : <https://megsocialwelfare.gov.in> or on the Office Notice Board.
6. The job requires extensive long working hours, only such candidates who have the commitment to serve the community and possess the requisite aptitude, should apply.
7. Local Candidates will be given preference.

Sd/-
Chief Executive Officer
Meghalaya Early Childhood Development Mission



No. MECDM/HR Advertisement/VOL 1/ 203/2024-25/ 1474

Dated Shillong, 16th October, 2024

Terms of Reference

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	No. of Position
1.1	Civil Engineer	<p>Qualification: Bachelor Degree in Civil Engineering offered by a University recognised by the UGC or an associate membership/similar qualification obtained from a recognized professional institution in the field of civil engineering</p> <p>Experience: Minimum 03 years of post-qualification experience at supervision of construction work and structural design. Preference will be given to those having experience in the relevant field of civil works in the Rural Development sector.</p> <p>Job Description:</p> <ol style="list-style-type: none">1. Create detailed designs and plans for infrastructure projects2. Conduct feasibility studies, considering factors like environmental impact, safety regulations, budget constraints, and project objectives3. Oversee construction sites to ensure projects are built according to design, specifications, and safety standards4. Ensure quality control and proper materials are used during construction.5. Manage construction schedules, resources, and budgets to ensure timely project completion.6. Ensure projects comply with legal regulations, building codes, and environmental laws.7. Provide technical advice to ensure all stakeholders understand engineering details.8. Prepare cost estimates for projects, considering materials, labour, and other resources.9. Monitor project costs to ensure they stay within budget. <p>Essential Skills:</p> <ol style="list-style-type: none">1. Experience in contract management, preparation of estimates civil works bills and measurement books.2. Good Command of computer programs and applications.(AutoCAD, StaadPro, 3D Software)3. Demonstrated strong values and professional integrity.4. Preparation of Designs <p>Requirement: The work will entail frequent travelling to the project cluster/village</p>	Tura	Rs 50000/-	1
1.2	Manager – Knowledge Management & Communications	<p>Qualification: Master Degree in Mass Communications or Media Technology/ Digital Solutions & Advertising offered by a University recognised by the UGC</p> <p>Experience: Minimum 03 years of post-qualification experience in Knowledge Management & Communications. Content management, Communication Strategy, Management Information Systems, Digital Curation of Materials, Information, Education, and Communication (IEC) developing knowledge.</p> <p>Job Description:</p> <ol style="list-style-type: none">1. Develop and implement knowledge management frameworks, processes, and systems to capture, store and share organizational knowledge.	Shillong	Rs 40000/-	1

		<ol style="list-style-type: none"> 2. Ensure the creation of accessible knowledge repositories (e.g., databases, document management systems) that can be used to find relevant information. 3. Develop and execute communication strategies to enhance information flow to internal and external stakeholders 4. Create and manage communication materials, including newsletters, reports, presentations and other publications 5. Manage online communication platforms, such as internet sites, websites, and social media accounts, to facilitate information sharing. 6. Develop multimedia materials (e.g., videos, infographics, case studies) to support knowledge dissemination and engagement. 7. Assess the effectiveness of knowledge management and communication strategies, collecting feedback and making improvements as needed 8. Track metrics related to knowledge-sharing behaviours, platform usage, and communication impact. 9. Build and maintain relationships with external partners, consultants, and stakeholders to facilitate knowledge exchange and collaboration. <p>Essential Skills:</p> <ol style="list-style-type: none"> 1. Proficient in documentation, research and communication. 2. Experience in collecting and recording knowledge and information 3. Knowledge of applications of multimedia would be preferred. 4. General Awareness and application of Photography/videography including photo/video editing 5. Well versed in both verbal and written communication <p>Requirement: The work will entail frequent travelling to the project cluster/village</p>			
--	--	---	--	--	--

Guidelines for Application/ Eligibility Criteria for various post under the MECDM

The appointments to the posts mentioned are purely temporary and on contractual basis and no claim whatsoever can be made for any permanent position with the Government or any organisation under it. Application has to be submitted only after the applicant has satisfied him/herself to the terms and conditions laid down in the guidelines as under:-

1. The candidates will have to apply through Online or Offline Application mode which can be availed at the office of Meghalaya Early Childhood Development Mission office located at 1st Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001.
2. For Online application: Link
 - 2.1. Civil Engineer: <https://tinyurl.com/enggtura>
 - 2.2. Manager – Knowledge Management & Communications: <https://tinyurl.com/ecdkmcmgr>
3. The dates for submitting the form is from **10:00 AM** of the **18th October, 2024** up to **05:00 PM** of **4th November, 2024**
4. The Number of available vacancies is **1 position for each position**
5. The maximum age is 45 years.
6. The candidates should have obtained at least **45%** marks from **recognized Universities or Institutions** as the case may be.
7. No application fee is required to be paid along with the application.
8. All posts are transferable, involve extensive travelling, and stay at villages. Candidates willing to undertake such travels and stay only may apply.
9. Candidates, who can speak, read and write the local language will be given more preference.
10. Candidates should have good communication skills, proficiency in working on Microsoft Packages, Google Suite etc.
11. **List of documents to be submitted along with the Applications**
 - i.Passport sized photograph
 - ii.Self-attested copies of documents/certificates are required to be submitted in support of the following:
 - iii.Date of birth Proof
 - iv.Address Proof
 - v.Highest Educational Qualification only
 - vi.Caste/Tribe Certificate (if applicable)
 - vii.Disability Certificate (if applicable)
 - viii.Working Experience Certificate only (Internship Certificate not allowed).
 - ix.Curriculum Vitae (CV)

12. Method of Recruitment:

- i. The shortlisted candidates will be informed by e-mail and subjected to undergo the multi-modal selection process, which will include a preliminary examination that will test the verbal, quantitative and analytical abilities of the candidates and thereafter, a group discussion, skill test, and /or any such other tests as MECDM may decide.
- ii. The screening of the candidates will take place at every stage of the examination.
- iii. The preliminary examination will be held at Shillong
- iv. Candidates appearing for the Examination will not be paid any TA/DA.

13. General Instructions:

- i. Candidates are advised to read the above mentioned eligibility criteria and other conditions prescribed for the post very carefully before applying.
- ii. Candidates are to bring Proof of Qualification with either Marksheet/ Provisional Certificate/ Completion Certificate of the latest qualification only.
- iii. Candidates who are working in any private/ public sector may furnish a 'No Objection Certificate' from their Controlling authority at the final stage of selection.
- iv. Candidates should provide proof of Date of Birth as per the Birth Certificate issued by the Registrar of Births & Deaths or as entered in Matriculation.
- v. Candidates should provide any address proof duly Certified/Issued by the Government. (eg. Valid Indian Passport/EPIC/Driving Licence/Aadhar Card).
- vi. Candidates are advised to fill their correct and active email addresses and contact number in the application form to enable MECDM to use it for correspondence purposes. If a mail sent to a candidate bounces for any reason, MECDM will not take any responsibility.
- vii. Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.
- viii. Candidates should regularly check their email for a call letter.
- ix. For further query, candidates can send an email to mecdmhr@gmail.com

14. Debarment:

- i. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summary rejection of their candidature for this recruitment.
- ii. MECDM is authorised to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone causing a breach or attempting to cause any breach of the process of this or any such action which violates or likely to violate the fair practices will be a sufficient ground for debarment of candidate/s for this recruitment.
- iii. If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/herself liable to criminal prosecution.
- iv. Canvassing directly or indirectly for the above-mentioned posts shall disqualify a candidate and the decision of MECDM shall be final and binding in this regard.

Sd/-
Chief Executive Officer
Meghalaya Early Childhood Development Mission