



**Advertisement**

The Meghalaya Early Childhood Development Mission Society (MECDMS) 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	Qualifications & Experience	Place of Posting	Fixed Remuneration	Number of Positions
1.1	Child Development Project Officer (CDPO) (on Contractual Basis)	<p><b>Qualification:</b> Master Degree from a recognised University in Social Work with specialisation in Family &amp; Child Welfare, Criminology and Correctional Administration, Urban and Rural Community Development, Social Welfare Administration, Social Work ( General), or Home Science with specialisation in Nutrition/Dietetics/Child/Human Development.</p> <p><b>Required Experience:</b> A minimum of 2 years in the field of Social work and having experience of working with NGOs or any agencies in Social Work</p> <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>a. Strong communication and interpersonal skills.</li> <li>b. Results-oriented with a proactive approach and the ability to take initiative.</li> <li>c. Strong organizational skills and the ability to work collaboratively across various teams and stakeholders.</li> <li>d. Excellent writing, interpersonal relationship, and communication skills in English, Khasi/ Jaintia/ Garo with the ability to create high-quality reports</li> </ul> <p><b>Age Limit :</b> 18- 27 years, relaxable by 5 years for SC/ST candidates. No age limit for Government employees provided they entered service within the prescribed age limit</p> <p><b>Requirement:</b> Willing to travel extensively to both urban &amp; rural areas</p>	<ul style="list-style-type: none"> <li>• Sohiong (East Khasi Hills)</li> <li>• Bhoiymbong (Ri Bhoi)</li> <li>• Rerapara Damalgre (South West Garo Hills)</li> <li>• Demdema (West Garo Hills)</li> </ul>	Rs. 40,000/-	4

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 1<sup>st</sup> Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001.
3. For online application: Link: <https://tinyurl.com/edcdpo>
4. Interested candidates may collect application forms between **10:00 AM to 05:00 PM** from **9<sup>th</sup> January, 2026** up to **23<sup>rd</sup> January, 2026**
5. Candidates are advised to go through the Terms of Reference and the Terms & 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/ 203/2024-25/479/3285

Dated Shillong, 7<sup>th</sup> January, 2026

### Terms of Reference

The Meghalaya Early Childhood Development Mission Society (MECDMS) 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	Qualifications & Experience	Place of Posting	Fixed Remuneration	No. of Positions
1.1	Child Development Project Officer (CDPO) (on Contractual Basis)	<p><b>Qualification:</b> Master Degree from a recognised University in Social Work with specialisation in Family &amp; Child Welfare, Criminology and Correctional Administration, Urban and Rural Community Development, Social Welfare Administration, Social Work ( General) or Home Science with specialisation in Nutrition/Dietetics/Child/ Human Development.</p> <p><b>Required Experience:</b> A minimum of 2 years in the field of Social work and having experience of working with NGOs or any agencies in Social Work</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Oversee effective implementation of all ICDS services – supplementary nutrition, health check-ups, immunization, health &amp; nutrition education, and preschool education.</li> <li>Supervise and monitor Anganwadi Centres (AWCs) within the project area.</li> <li>Ensure availability and timely distribution of nutrition, medicines, and educational kits.</li> <li>Maintain and analyze data on child nutrition, health status, and service utilization.</li> <li>Conduct regular inspections of AWCs and submit reports to higher authorities.</li> <li>Identify gaps and recommend measures for improvement.</li> <li>Organize training and orientation programmes for Anganwadi Workers (AWWs), Helpers, and Supervisors.</li> <li>Promote community participation in child welfare, health, and nutrition programmes.</li> <li>Conduct awareness campaigns on maternal &amp; child health, nutrition, immunization, and early childhood education.</li> <li>Maintain records, prepare budgets, and submit utilization certificates.</li> <li>Ensure accountability and transparency in programme operations.</li> </ul> <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>Strong communication and interpersonal skills.</li> <li>Results-oriented with a proactive approach and the ability to take initiative.</li> <li>Strong organizational skills and the ability to work collaboratively across various teams and stakeholders.</li> <li>Excellent writing, interpersonal relationship, and communication skills in English, Khasi/ Jaintia/ Garo with the ability to create high-quality reports.</li> </ul> <p><b>Age Limit:</b> 18-27 years, relaxable by 5 years for SC/ST candidates. No age limit for Government employees provided they entered service within the prescribed age limit</p> <p><b>Requirement:</b> Willing to travel extensively to both urban &amp; rural</p>	<ul style="list-style-type: none"> <li>Sohiong (East Khasi Hills)</li> <li>Bhoirompong (Ri Bhoi)</li> <li>Rerapara Damalgre (South West Garo Hills)</li> <li>Demdema (West Garo Hills)</li> </ul>	Rs. 40,000/-	4

## **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 1<sup>st</sup> Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001
2. For Online application: Link : <https://tinyurl.com/ecdcdpo>
3. The dates for submitting the form is from **10:00 AM of the 9<sup>th</sup> January, 2026 up to 05:00 PM of 23<sup>rd</sup> January, 2026**.
4. The number of available vacancies is 4 positions
5. Place of Posting: Sohiong ( East Khasi Hills), Bhoiarymbong (Ri Bhoi), Rerapara Damalgre(South West Garo Hills) and Demdema (West Garo Hills)
6. The Age Limit is 27 years. Relaxable by 5 years for SC/ST candidates. No age limit for Government employees provided they entered service within the prescribed age limit
7. The candidates should have obtained at least 45% from recognized Universities or Institutions for all positions as the case may be.
8. No application fee is required to be paid along with the application.
9. All posts are transferable, involve extensive travelling, and stay in villages. Candidates willing to undertake such travels and stay only may apply.
10. Candidates, who can speak, read and write the local language will be given more preference.
11. Candidates should have good communication skills, proficiency in working on Microsoft Packages, Google Suite etc.
12. List of documents to be submitted along with the Applications
  - Passport sized photograph
  - Self-attested copies of documents/certificates are required to be submitted in support of the following:
  - Date of birth Proof
  - Address Proof
  - Highest Educational Qualification only
  - Caste/Tribe Certificate (if applicable)
  - Disability Certificate (if applicable)
  - Working Experience Certificate only (Internship Certificate not allowed).
  - Curriculum Vitae (CV)
13. Method of Recruitment:
  - 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.
  - The screening of the candidates will take place at every stage of the examination.
  - The preliminary examination will be held at Shillong/ Tura
  - Candidates appearing for the Examination will not be paid any TA/DA.
14. General Instructions:
  - Candidates are advised to read the above mentioned eligibility criteria and other conditions prescribed for the post very carefully before applying.
  - Candidates are to bring Proof of Qualification with either Marksheets/ Provisional Certificate/ Completion Certificate of the latest qualification only.
  - 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.
  - 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.
  - Candidates should provide any address proof duly Certified/Issued by the Government. (eg. Valid Indian Passport/EPIC/Driving Licence/Aadhar Card).
  - 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.
  - Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.
  - Candidates should regularly check their email for a call letter.
  - For further query, candidates can send an email to [mecdmc@gmail.com](mailto:mecdmc@gmail.com)
15. Debarment:
  - 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.

- 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.
- 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.
- 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**