Government of Meghalaya
Forest and Environment Department
Office of the Principal Chief Conservator of Forests, Working Plan, Research & Training and District Council Affairs, Sylvan House, Lower Lachumiere : Shillong 793001

No. MFRT/G/273/Vol./2406 Dated Shillong, the 13th December, 2024

DETAILED NOTICE INVITING APPLICATIONS FOR ENGAGEMENT ON CONTRACT BASIS

The Principal Chief Conservator of Forests, Working Plan, Research & Training and District Council Affairs [hereinafter referred to as "PCCF (WP, R & T and DCA)"] invites applications for engagement on contract basis to the positions under the projects given below:

A. Preparation of Schedule of Rates for Afforestation Works in Meghalaya

1.	**Designation**	Field Enumerators cum Data Entry Operators
2.	**Number of positions**	Four (04)
3.	**Essential Qualifications**	Bachelor's Degree in Science or Engineering with first class with minimum one year of research/field experience and good knowledge of MS Word and MS Excel.
4.	**Desirable Qualifications**	Past Experience of Work Study.
5.	**Emoluments**	Fixed consolidated amount of Rs. 25,000/- (rupees twenty fifty thousand only) per month.
6.	**Brief Description of Duties and Functions**	Standardisation, measurement and documentation of various activities required for creation and maintenance of plantations and nurseries.
7.	**Place(s) of Engagement**	Shillong. The selected candidates will however be required to travel extensively to various places in the State. The PCCF (WP, R & T and DCA) may designate Headquarters of any Field Enumerator cum Data Entry Operator at any other place in Meghalaya for the whole or a part of his/her period of engagement.
8.	**Duration of Engagement**	Twelve (12) months. The period of engagement may be extended for a further period of six months at a time.
9.	**Age of the applicant**	Shall not be more than 37 years as on 01.01.2025.

B. Promotion of Agar Sector in Meghalaya

1.	**Designation**	Field Assistant
2.	**Number of positions**	One (01)
3.	**Essential Qualifications**	Bachelor's Degree in Science or Engineering with first class with minimum one year of research/field experience
4.	**Desirable Qualifications**	Knowledge of Geographical Information System and/or past experience in survey and inventory of forest resources
5.	**Emoluments**	Fixed consolidated amount of Rs. 25,000/- (rupees twenty fifty thousand only) per month.
6.	**Brief Description of Duties and Functions**	Survey and mapping of agar resources available in different parts of Meghalaya
7.	**Place of Engagement**	Shillong. The selected candidates will however be required to travel extensively to various places in the State. The PCCF (WP, R & T and DCA) may designate Headquarters of any Field Assistant at any other place in Meghalaya for the whole or a part of his/her period of engagement.
8.	**Duration of Engagement**	Eighteen (18) months.
9.	**Age of the applicant**	Shall not be more than 37 years as on 01.01.2025

C. Establishment of a Supply Chain for Assured Supply of Seeds and Other Plant Propagules of Superior Genetic Makeup

1.	**Designation**	Field Surveyor cum Technical Assistants
2.	**Number of positions**	Nine (09)
3.	**Essential Qualifications**	Bachelor's Degree in Botany or Forestry with first class with minimum one year of research/field experience
4.	**Desirable Qualifications**	Past experience in Tree improvement activities.
5.	**Emoluments**	Fixed consolidated amount of Rs. 25,000/- (rupees twenty fifty thousand only) per month
6.	**Brief Description of**	(i) Survey, shortlisting, assessment and evaluation of areas and

	Duties and Functions	individual trees of prioritised species which may be designated and developed as Seed Production Area (SPA), Seed Stand (SS) and Candidate Plus Trees (CPT) and Heritage/Old Growth trees of all species. (ii) Selection of the areas and individual trees which may be designated as SPA, SS, CPT and Heritage/Old Growth Tree. (iii) Preparation of detailed description and map/geo-coordinates of each SPA, SS, CPT and Heritage/Old Growth Tree. (iv) Collection, extraction, drying and pre-storage treatment of seeds of seed bearing plant species in Meghalaya for depositing the same with National Bureau of plant Genetic Resources (NBPGR) for long term storage/preservation. (v) Standardization and documentation of collection, extraction, drying and pre-storage treatment of seeds of prioritised species.
7.	**Place of Engagement**	Shillong, Tura and Jowai. The selected candidates will however be required to travel extensively to various places in the State. The PCCF (WP, R & T and DCA) may designate Headquarters of any Field Surveyor cum Technical Assistant at any other place in Meghalaya for the whole or a part of his/her period of engagement.
8.	**Duration of Engagement**	Twelve (12) months. The period of engagement may be extended for six months at a time.
9.	**Age of the applicant**	Shall not be more than 37 years as on 01.01.2025

D. Research cum Demonstration Trial for Ecological Restoration of Sohra Plateau

1.	**Designation**	Research Assistant
2.	**Number of positions**	One (01)
3.	**Essential Qualifications**	M. Sc. in Botany, Forestry or equivalent with first class with one year of research/field experience.
4.	**Desirable Qualifications**	Past experience in restoration of degraded landscapes.
5.	**Emoluments**	Fixed consolidated amount of Rs. 25,000/- (rupees twenty fifty thousand only) per month

6.	**Brief Description of Duties and Functions**	Collection, compilation, analysis and publication of data on survival and growth of plants of different species at different sites selected under the Research cum Demonstration Trial for Ecological Restoration of Sohra Plateau.
7.	**Place of Engagement**	Shillong or Sohra. The selected candidates will however be required to travel extensively and to camp at the sites selected under the Research cum Demonstration Trial for Ecological Restoration of Sohra Plateau. The PCCF (WP, R & T and DCA) may designate Headquarters of the Research Assistant at any other place in Meghalaya for the whole or a part of his/her period of engagement.
8.	**Duration of Engagement**	Twelve (12) months. The period of engagement may be extended for the period of one year at a time.
9.	**Age of the applicant**	Shall not be more than 37 years as on 01.01.2025

General Conditions:

1. Engagement shall be purely on contract basis. The PCCF (WP, R & T and DCA) reserves the right to terminate the engagement at any time without any prior notice and without assigning any reason thereof.

2. A scanned copy of the application in a Format specified in **Annexure-I** in non-editable PDF format along with a copy of certificates in support of the educational qualification and work experience shall be emailed at pccfmeghccrandt@gmail.com on or before **12.59 PM on 2nd January, 2025**. All such emails shall be sent under the subject **"Application for engagement on contract basis to the positions under various projects implemented by the Working Plan, Research & Training and District Council Affairs Wing"**.

3. A candidate may submit application for engagement to the positions under more than one project. A candidates can however be selected under only one project, for which he/she is found to be most suitable.

4. The selection of a candidate will be based on his/her performance in the interview to be conducted by an Interview Committee to be constituted by the PCCF (WP, R & T and DCA) in the order of merit as decided by the Interview Committee.

5. In case applications are received from a large number of candidates, the PCCF (WP, R & T and DCA) may shortlist the candidates for the interview on the basis of a written examination consisting of multiple choice questions. **The written examination will contain questions covering General Knowledge of the Meghalaya and India, General Science, Basic Mathematics, Forestry, Botany and Basic Computer Knowledge**. List of candidates who meet the essential qualifications specified in this Notice along with the date, time and venue of the written examination will be placed on website of the Forests and Environment Department,

Government on Meghalaya (http://megforest.gov.in). The same will also be communicated to all such candidates through email and mobile number given in the application.

6. The list of candidates shortlisted for the interview along with the schedule for the interview will be placed on website of the Forests and Environment Department, Government on Meghalaya (http://megforest.gov.in). The same will also be communicated to all the shortlisted candidates through email and mobile number specified in the application.

7. The candidates shortlisted for the interview shall, along with their original copy of the application submitted through email and the certificates in original in support of their educational qualification and work experience, report for the interview at the time, date and venue displayed on website of the Forest and Environment Department, Government of Meghalaya.

8. At the time of verification of original documents, if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent or canvass the facts, his/her candidature will not be considered.

9. Decision of the Interview Committee in all matters relating to the eligibility and work experience of a candidate will be final and binding on the candidates and no enquiry or correspondences will be entertained from any individual in this regard.

10. The PCCF (WP, R & T and DCA) and the Interview Committee shall reserve the right to reject candidature of any applicant in view of incomplete information provided by the candidate in the application or for any other reason.

11. The list of candidates selected for each position along with candidates kept in waiting list will be displayed on website of the Forests and Environment Department, Government of Meghalaya (http://megforest.gov.in). The successful candidate will be informed through email at the email ID given in their application to join the position. In case a candidate fails to join the position within 15 (fifteen) days from the date given in such communication, the position will be offered to the next candidate in the order of merit decided by the Interview Committee without making any further correspondence with such defaulting candidate.

12. Depending upon the availability of funds and actual work requirements or for any other reason, the PCCF (WP, R & T and DCA) reserves the right to increase or decrease the number of positions.

13. No Travelling Allowance (TA) or Daily Allowance (DA) or any other amount of whatsoever nature will be payable to the candidates for attending the interview.

12/11/24

(H.C. Chaudhary, IFS)
Principal Chief Conservator of Forests
Working Plan, Research & Training and District Council Affairs
Meghalaya: Shillong
(Tel.: 0364-2227311, Email: pccfmeghccrandt@gmail.com)

Annexure-I

APPLICATION FORM FOR ENGAGEMENT ON CONTRACT BASIS TO THE POSITIONS UNDER PROJECTS IMPLEMENTED BY WORKING PLAN, RESEARCH & TRAINING AND DISTRICT COUNCIL AFFAIRS WING, FOREST AND ENVIRONMENT DEPARTMENT, GOVERNMENT OF MEGHALAYA

Affix passport size photograph

1. Name of the position for which the application has been made

Sl. No.	Name of the Project	Position

2. Personal information

(b)	Name of the applicant	
(c)	Current designation (if any)	
(d)	Current emoluments (if any)	
(e)	Father's / Mother's/ Spouse's name	

(f)	Date of birth	
(g)	Contact details (Address, E-mail ID, phone number, whatsapp number)	

3. Educational qualifications (from Bachelor's Degree/ Diploma Certificate Onwards)

Degree / Diploma	Name of the Institution/ University	Passing year	Grade**/ Division	% of marks	Main subjects
** Please provide grade equivalence to percentage of marks, if any.					

(please attach additional sheet(s), if required)

4. Details of Past Experience

Sl. No.	Name of Institute / Organization / Department	Designation	Period		Nature of duty (roles and responsibilities held by applicant)	Last emoluments drawn (Rs./ month)	Copy of experience Certificate enclosed (yes/no)
			From	To			

(please attach additional sheet(s), if required)

5. Details of Publications (attach list as Annexure)

Sl. No.	Category	Number
1.	Peer-reviewed Papers	
2.	Technical / Research Reports	
3.	Books/Manuals	
4.	Others (pl. specify)	

6. Details of experience of working in projects relating to the forestry sector

Sl. No	Name of Projects	Period		Agency/ Institute/ Organisation/ Department in-charge of the Project
		From	To	

(please attach additional sheet(s), if required)

7. **Any other relevant information:**

Declaration by the Applicant

I do hereby declare that all the particulars stated hereinabove and enclosures are true to the best of my knowledge and belief.

(Signature of Applicant)

Place: .....

Date: .....

List of Enclosures:

1.....

2.....

3. .....

4. .....

5. .....

6. .....