MEGHALAYA STATE WETLANDS AUTHORITY
(An Authority Constituted by the Central Government by Rule 5 of the Wetlands (Conservation and Management) Rules, 2017)

No. MSWLA/4/2019-20/279 Dated Shillong, the 25th April, 2025

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS BIOLOGIST CUM FIELD ASSISTANT AND GIS EXPERT

Applications are invited from eligible candidates for engagement on contract basis to the posts of biologist cum field assistant (two) and GIS expert (one) respectively for a period of twelve (12) months.

2. A detailed notice containing essential qualifications, desirable qualifications, rate of fixed consolidated monthly remuneration, place of engagement, duration of engagement, brief description of duties and functions and maximum age of the applicant for each position along with the procedure and conditions governing short-listing and selection of the candidates can be downloaded from the website of the Forests and Environment Department, Government of Meghalaya (http://megforest.gov.in).

3. Interested candidates who fulfil the essential qualifications given in the detailed notice may submit application in the format given in the detailed notice through the email at meghwetlands22@gmail.com by 08/05/2025 . The shortlisted candidates will be informed through phone, Whatsapp and email to appear before the Interview Board who shall appear alongwith the certificates of their educational qualifications and experience, in original, at 10.00 AM on 12/05/2025 at Conference Hall in Sylvan House, Lower Lachumiere, Shillong 793001 Meghalaya.

Sd/-

(R.S. Gill, IFS)
Principal Chief Conservator of Forests & HoFF
&
Member Secretary,
Meghalaya State Wetlands Authority

Memo No. MSWLA/4/2019-20/280-281 Dated Shillong, the 25th April, 2025

Copy to:

1. The Director of Information and Public Relations, Meghalaya, Shillong with a request to kindly arrange for publication of the notice in 1 (one) issue only of two prominent local newspapers in Meghalaya. The Bills for publication may be sent to the undersigned for payment.

2. The Deputy Conservator of Forests (HQ), 0/o Principal Chief Conservator of Forests & HoFF, Meghalaya along with spare copies of this notice and the detailed notice with a request to arrange for uploading a copy thereof on website of the Forests and Environment Department, Government of Meghalaya (http://megforest.gov.in) under the caption **"Notice Inviting Applications for Engagement on Contract Basis to the Positions of Biologists cum Field Assistants and a GIS Expert"** and to display the same on the Notice Boards in 0/o Principal Chief Conservator of Forests & HoFF, Meghalaya.

Chief Conservator of Forest (Wildlife)
Meghalaya: Shillong.

MEGHALAYA STATE WETLANDS AUTHORITY

(An Authority Constituted by the Central Government by Rule 5 of the Wetlands (Conservation and Management) Rules, 2017) Sylvan House, Lower Lachumiere, Shillong 793001

No.MSWLA/4/2019-20 Dated Shillong, the April, 2025.

DETAILED NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS BIOLOGIST CUM FIELD ASSISTANT AND GIS EXPERT

Applications are invited from the eligible candidates for engagement to on contract basis for a period of twelve (12) months to the following positions:

A. Biologist cum Field Assistant.

1.	**Number of positions**	Two (02)
2.	**Essential Qualifications**	Graduation in the field of Wildlife Science /Zoology /Botany /Forestry /Ecology/ Landscape Ecology from a recognized University with past research/field experience relating to wildlife or wetland and must be fluent in Garo language.
3.	**Desirable Qualifications**	Master's Degree in any of the afore-mentioned disciplines.
4.	**Emoluments**	Fixed consolidated amount of Rs. 25,000 (rupees twenty-five thousand) per month.
5.	**Brief Description of Duties & Functions**	Survey, boundary demarcation of wetlands Preparation of Brief Document containing salient features of wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 in Meghalaya. Preparation of draft notifications for wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 in Meghalaya. To perform such other functions as may be assigned by the Member-Secretary, Meghalaya State Wetlands Authority from time to time.
6.	**Place(s) of Engagement**	Tura, Garo Hills. The candidate will however be liable to serve at any place in Meghalaya.
7.	**Duration of Engagement**	Twelve (12) months. Liable to be extended for a further period of twelve (12) months at a time.
8.	**Age of the applicant**	Shall not be more than 37 Years

B. GIS Expert

1.	**Number of positions**	One (01)
2.	**Essential Qualifications**	Graduation with first class and above in the field of Wildlife Science/ Zoology/ Botany/ Forestry/ Ecology/ Landscape Ecology/ Botany/ Geo-Informatics/ Geography with a Post- Graduation Diploma in GIS & Remote Sensing/Geo-informatics and having a minimum experience of two years in a project/activity involving extensive use of GIS and remote sensing.
3.	**Desirable Qualifications**	Past experience of working in a research/field project relatingto wetland or handling drones and DGPS.
4.	**Emoluments**	Fixed consolidated amount of Rs. 25,000 (rupees twenty-five thousand per month.
5.	**Brief Description of Duties & Functions**	Survey, boundary demarcation of wetlands Preparation and ground truthing of maps of the wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 and their zone of influence. Preparation and ground truthing of geo-referenced boundary description of the wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 and their buffer zone, transition zone and promotional zone. Processing of data collected during survey of wetlands identified for notification under the Wetlands (Conservation and Management) Rules, 2017 and their zone of influence by using drones and DGPS. To perform such other functions as may be assigned by the Member-Secretary, Meghalaya State Wetlands Authority from time to time.
6.	**Place(s) of Engagement**	Tura. The candidate will however be liable to serve at any place in Meghalaya.
7.	**Duration of Engagement**	Twelve (12) months. Liable to be extended for a further period of twelve (12) months at a time.
8.	**Age of the applicant**	Shall not be more than 37 years

Procedure and Conditions Governing Short-listing and Selection of Candidates:

1. Interested candidates who fulfil the afore-mentioned essential qualifications may submit the scanned copy of the application in the format given in Annexure -I along with a copy of certificates in support of the educational qualification and experience in PDF form through email at meghwetlands22@gmail.com by 08/05/2025. All such emails shall be sent under the subject **"Applications for Engagement to the Position of Biologist cum Field Assistant/GIS Expert on contract basis".** In case a candidate desires to be considered for engagement to both the afore-mentioned positions, separate applications shall be submitted by such applicant for each of the afore-mentioned positions.

2. All applications received at the afore-mentioned email by 08/05/2025 will be examined by a Screening Committee to be constituted by the Member-Secretary, Meghalaya State Wetlands Authority to shortlist the applicants who fulfil the afore-mentioned essential qualifications specified for the positions. Lists of candidates shortlisted for the interview for each of the afore-mentioned two positions will be placed on website of the Forests and Environment Department, Government of Meghalaya (http://megforest.gov.in/).

3. The Screening Committee shall reserve the right to reject candidature of any applicant in view of incomplete information provided in the application submitted by him/her or for any other reason.

4. Decision of the Screening Committee in all matters relating to the eligibility of an applicant will be final and binding. No enquiry or correspondences will be entertained from any individual in this regard.

5. The shortlisted applicants will be informed through phone, Whatsapp and email to appear before an Interview Committee constituted by the Member-Secretary, Meghalaya State Wetlands Authority along with the certificates of their educational qualifications and experience, in original, at Conference Hall in Sylvan House, Lower Lachumiere, Shillong, 793001 Meghalaya.

6. The Selection to the positions will be based on the performance of the shortlisted applicants in the interview to be conducted by an Interview Committee.

7. Decision of the Interview Committee in all matters relating to the selection of the candidates will be final and binding. No enquiry or correspondences will be entertained from any individual in this regard.

8. Engagement of the selected candidates shall be purely on contract basis. The Member-Secretary, Meghalaya State Wetlands Authority reserves the right to terminate the engagement at any time without any prior notice and without assigning any reason thereof.

9. The names of selected candidates will be displayed on website of the Forests and Environment Department, Government of Meghalaya (http:/ /megforest.gov.in). The successful candidates will be informed through email at the email ID given in his/her 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.

10. Depending upon the availability of funds and actual work requirements, the Member-Secretary, Meghalaya State Wetlands Authority reserves the right to increase or decrease the number of positions.

11. All original documents in support of the educational qualification and experience should be produced at the time of the interview. 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.

12. 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.

Principal Chief Conservator of Forests & HoFF
&
Member Secretary,
Meghalaya State Wetlands Authority

Annexure-1

APPLICATION FORM FOR ENGAGEMENT ON CONTRACT BASIS TO THE POSITION OF BIOLOGIST CUM FIELD ASSISTANT /GIS EXPERT IN THE MEGHALAYA STATE WETLANDS AUTHORITY

Passport size photo

1. **Personal information:**

(a)	Position applied for (pl. Tick appropriately)	Biologist Cum Field Assistant / GIS Expert
(b)	Name of the applicant	
(c)	Current designation (if any)	
(d)	Current emoluments	
(e)	Father's/ Mother's/ Spouse's name	
(f)	Date of birth	
(g)	Contact details (Address, E-mail ID, mobile number, whatsapp number)	

2. **Educational qualifications (from Bachelor's degree 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)

3. 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)
			From	To		

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

4. **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)	

5. **Details of past experience of working in a project/ activity relating to wetlands:**

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

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

6. **Any other relevant information:**

Declaration by the Applicant

I hereby declare that all the particulars stated in the application and enclosures are true to the best of my knowledge and behalf.

(Signature of Applicant)

Place: .....

Date:.....

List of Enclosures:

1. .....
2. .....
3. .....
4. .....
5. .....