

MEGHALAYA STATE ORGANIC CERTIFICATION BODY

Bio-Resources Development Centre Experimental Farm
Laitmynsaw, Upper Shillong, -793009, Meghalaya



 msocb.org

 brdc.npop@gmail.com

No. MSOCB. 2/2020/Pt. XVI/122

Dated. Shillong, the 21st October, 2024

ADVERTISEMENT

The Meghalaya State Organic Certification Body (MSOCB), for NPOP Organic Certification under Planning, Investment, Promotion and Sustainable Development Department, Government of Meghalaya invites application (Hard copy) only in the prescribed format from eligible candidates who are citizens of Meghalaya for the following posts on contractual basis for a period of 1 (one) year which may be extended for another year based on performance review:

Sl. No.	Posts	No. post(s)
1.	Programme Associate – Finance & Accounts	1 No.
2..	Programme Associate – Administration	1 No.

For details visit www.msocb.org.



CEO,
Meghalaya State Organic Certification Body,
Shillong

MEMO No. MSOCB. 2/2020/Pt. XVI/122

Dated. Shillong, the 21st October, 2024

Copy to :

1. The P.A. to Chief Secretary to the Govt. of Meghalaya for his kind information.
2. The P.A. to Commissioner & Secretary to the Govt. of Meghalaya, Planning Department for his kind information.
3. Under Secretary, Planning Department, Govt. of Meghalaya for kind information.
4. Research Officer, Science & Technology Cell, Planning Department, Govt. of Meghalaya for kind information.
5. LDA, BRDC with a request to upload the Eligibility Criteria and Terms of Employment in the website: www.msocb.org.
6. IT Team MBDA/MBMA, Shillong with a request to kindly upload the Advertisement in the MBDA Website.

By Orders, etc.



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Eligibility Criteria of the required manpower in the Certification Body (as per NPOP ISO/IEC 17065:2012)

Name of the Post	Programme Associate – Administration
No. of Post:	1 No.
Pay:	Negotiable
Educational Qualification:	Graduate or Post Graduate in any disciplines. Candidates having degree in business administration or management with desired experience would be given preference.
Experience:	<ul style="list-style-type: none">• Minimum 1 year of experience in supervisory level in office administration operations.• Expert in handling day-to-day operations of administrative department.• Expert in developing, reviewing, and improving administrative systems, policies, and procedures.• Experience in handling stock & inventory, purchase, and logistics management. Expert in event planning, scheduling, and promoting office events, including meetings, conferences, workshops, etc.
Name of the Post	Programme Associate – Finance & Accounts
No. of Post:	1 No.
Pay:	Negotiable
Educational Qualification:	M-COM/ B. Com with solid understanding of financial statistics and accounting legislation and regulations.
Experience:	<ul style="list-style-type: none">• Minimum 1 Year of experience in any financial sector or project in the government sector.

Terms of reference:

1. The candidates will be engaged against different assignment of the CB and duties will be assigned, including field duties, accordingly.
2. The selected candidates are liable to be posted anywhere depending on the requirement of agency.

General Instructions:

1. Reservation of post: As per State Government policy.
2. Interested and eligible candidates may submit the duly filled in applications with credentials to the office of the undersigned through the given link below on or before the 22nd November, 2024. For other details kindly contact email: msocbinfo009@gmail.com. Employed candidates should submit their application through their **employer/proper channel**.
3. The candidate should not be less than 18 years or more than 32 years of age as on 1.01.2024. Upper age limit is relaxable by 5 (five) years for scheduled caste, scheduled tribe, OBC and PWD candidates. There is no age limit for those who are already in Government service or statutory bodies, etc., However, they may apply through proper channel and to submit NOC from their employer.
4. The applications will be screened by the competent authority by adopting appropriate criteria and only shortlisted candidates will be called for test/interview.
5. Applicants appearing with incomplete documents will not be entertained for the test/interview and will be rejected during the screening process.
6. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
7. The MSOCB reserves the right to relax any criteria or qualification depending on the situation, requirement, deserving candidates and candidates having such relevant experience.
8. The decision of the management of MSOCB will be final and binding on all and reserves all rights.
9. The engagement is purely contractual which may be extended on the basis of assessment of the candidate's performance subject to discretion of the Competent Authority.
10. Canvassing in any form OR on behalf of a candidate will be a disqualification.
11. The selected candidates shall have no claim for appointment on regular basis by virtue of their being engaged on contractual basis.
12. Any new announcement in this regard will be uploaded in www.msocb.org
13. No TA/DA will be admissible for attending test/interview.
14. Place of Posting: Meghalaya.
15. Candidates can use the following links to apply for the same:
 - **Programme Associate -Administration:**
<https://forms.gle/Aw3o7i8RPVEqNcys7>
 - **Programme Associate - Finance &Accounts:**
<https://forms.gle/hRaADtzcvrC7qxzo7>



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