

MEGHALAYA STATE ORGANIC CERTIFICATION BODY

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



 msocb.org

 brdc.npop@gmail.com

No BRD2/2020/Pt. XVI/216

Dated. Shillong, the 11th May, 2026

Advertisement

The Meghalaya State Organic Certification Body (MSOCB) invites applications in the prescribed format from eligible candidates for the following posts on a contractual basis for a period of 1 year:

Sl. No	Name of Posts	No. of post(s)
1.	Auditor (Field Inspector)	2 Nos.

For details visit msocb.org.

Chief Executive Officer,
MSOCB,
Shillong.

MEMO No BRD2/2020/Pt. XVI/216

Dated. Shillong, the 11th May, 2026

Copy to:

1. The P.A. to Chief Secretary to the Govt. of Meghalaya & Chairman, BRDC for favour of kind information.
2. The P.A. to Commissioner & Secretary to the Govt. of Meghalaya, PIP&SD Department & Chairman, MSOCB for favour of kind information.
3. Under Secretary to the Govt. of Meghalaya, PIP&SD Department for kind information.
4. Deputy Commissioner, EKHD, WKHD, SWKHD, EWKHD, WJHD, EJHD, Ri-Bhoi District, NGHD, SGHD, SWGHD, WGHD & EGHD for kind information with a request for wide publicity of the same in the respective districts.
5. LDA, BRDC, Shillong to upload the Eligibility Criteria, Terms of Employment and Format of Application in the website: www.megbrdc.nic.in and msocb.org.
6. Director, Information and Public Relations, Meghalaya with a request to kindly publish the same in 3 (Three) Local Newspapers in the next issue.
7. IT Team MBDA/MBMA, Shillong with a request to kindly upload the Advertisement in the MBDA Website.
8. Assistant Research Officer, Science & Technology Cell, PIP& SD Department, Govt. of Meghalaya for kind information.

Chief Executive Officer,
MSOCB,
Shillong.

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Eligible Criteria

Name of Post	Auditor (Field Inspector)
No. of Post	2 Nos.
Pay	Negotiable
Educational Qualification	Post-Graduate/Graduate in Agriculture/Horticulture.
Experience	Minimum 2 years of work experience in related and respective field, organic farming activities/organic certification processes. Proficient in basic computer applications (Word/Excel/PowerPoint etc.) Preference will be given to those having certification experience as per NPOP (ISO/IEC-17065). (Experience will not be counted if copy of certificate is not enclosed).
Job Requirement	<ul style="list-style-type: none">• To undertake inspection work in compliance with statutory requirements and the Organic Certification standards and procedures.• Visiting the applicants (operators), conducting audits, drawing samples for analysis, prepare necessary checklists, inspection reports and providing all proofs and verification records collected during inspection in a timely, efficient, and professional manner as per the area mandated by the CB.• Tracenet entry / verification of data submitted by the operator.• The selected candidates may be assigned to a project at any location, based on the CB's requirements.• The selected candidates will be engaged against different assignments of the CB and duties will be assigned, including field duties with long hours on-site as per the job requirements.

Terms of Reference:

- 1 The candidate will be engaged against different assignments of the Agency and duties will be assigned, including field duties, accordingly.
- 2 The selected candidate is liable to be posted anywhere depending on the requirement of the agency.

General Instructions:

1. Reservation of post: As per State Government policy.
2. Interested and eligible candidates may submit duly filled in applications in the prescribed format with credentials to the office of the undersigned on or before 26th May, 2026. For other details kindly contact email: msocbinfo009@gmail.com.
3. Employee candidates should submit their application through their employer/proper channel.
4. The candidate should not be less than 18 years and more than 32 years of age as on 1.01.2026. Upper age limit is relaxable by 5 (five) years for Scheduled Caste, Scheduled Tribe, OBC and PWD candidates.
5. The applications will be screened by the competent authority by adopting appropriate criteria and only shortlisted candidates will be called for test/interview.
6. Applicants appearing with incomplete documents will not be entertained for the test/interview.
7. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
8. The MSOCB reserves the right to relax any criteria or qualification depending on the situation, requirement, deserving candidates and candidates having such relevant experience.
9. The decision of the management of MSOCB will be final and binding on all and reserves all rights.
10. 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.
11. Canvassing in any form OR on behalf of a candidate will be a disqualification.
12. The selected candidates shall have no claim for appointment on regular basis by virtue of their being engaged on contractual basis.
13. Any new announcement in this regard will be uploaded in www.msocb.org.
14. No TA/DA will be admissible for attending test/interview.
15. Place of Posting: Meghalaya.



**Chief Executive Officer,
MSOCB,
Shillong.**

Application Format for the Post of Field Inspector

1. Name:

2. Father's Name:

3. Date of Birth with age as on 1.1.2026:

4. Marital Status:

5. Contact details (complete address, phone/mobile no. and e-mail ID):

6. Educational Qualifications (Higher Secondary onwards):



Examination/ Degree	Board/University	Year of passing	Subjects	Marks obtained (%)/CGPA	Distinction

8. Any additional Qualification:

9. Experience (no. of years/months):

(i) Experience as per NPOP Guidelines (2Years Min.):

(Experience will not be counted if copy of certificate is not enclosed)

10. Awards/Fellowship/Distinctions:

11. Any other information:

Two References (complete contact details):

Date:

Signature of Candidate

DECLARATION

I Dr. / Shri /Smt. _____ Son/daughter of _____

resident of _____ do hereby certify that all information provided by me in this application are true to the best of my belief and knowledge.

Date:

Signature of the Candidate