



Office of the Divisional Soil & Water Conservation Officer
&
District Project Manager
Meghalaya State Watershed & Wasteland Development Agency
Williamnagar, East Garo Hills, Pin: 794111
e-mail:dswcosimsanggre@gmail.com
Phone No. 03658-220228



No. EGH/SSWC/SMR-1/1684

Dated Williamnagar the 6th July, 2026

ADVERTISEMENT

The Office of the Simsangre Soil & Water Conservation Division, Williamnagar, East Garo Hills, Project Implementation Agency of Meghalaya State Watershed & Wasteland Development Agency, (MSWDA in the District, invites Competent/suitable candidates for recruitment to the vacant post under the **Climate Adaptive Community Based Water Harvesting Project (CACBWHP)**, purely on contractual basis for a period of 1 (year) only and thereafter on renewal for the same period from time to time, depending on the satisfactory performance of the incumbent.

Candidates willing to appear in the interview should submit application duly filled in the **Standard form** with all the Self attested copies of Academic Qualifications, Experience Certificates, ST/SC Certificates, Birth Certificates, 2 (Two) Passport Size Photographs along with all the Original Certificates for verifications and address for communication to the Soil & Water Conservation Office, East Garo Hills, Williamnagar on or before **15th July, 2026** and thereafter application will not be entertained. Personal interview will be held on **29th July, 2026**, Time: **10:00 A.M** onwards in Simsangre Soil & Water Conservation Office, Williamnagar.

Sl. No	Position	Qualification	Number of Post	Experience	Monthly Emolument
1.	Programme Associate (Administration & Data Management)	Graduate or Post Graduate in any disciplines	1	<ul style="list-style-type: none"> • Minimum 2 years' experience in filing, file management and tracking, electronic mail management and filing, documentation and any other administration related works • Demonstrated strong values and professional integrity • Good communication skills (Written & Verbal) • Good interpersonal skills • Knowledge of MS Word, Excel, Power Point, etc. 	Rs. 22,100/-

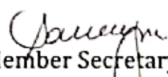
Recruitment Terms and Conditions or instruction/ Guidelines for Applicants.

1. **Age Limit:** 18-37 years
2. **Application & Selection Process:**
 - 2.1 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
 - 2.2 Incomplete application shall not be entertained and liable to be rejected.
 - 2.3 In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from their current employer when called for the Personal interview.
 - 2.4 Personal interview will be the mode of selection of the candidates.
3. Shortlisted Candidates will be display on Office Notice Board on 15th July 2026, and rectification can be done till 24th July, 2026.
4. No. TA/DA shall be paid for Candidates attending the interview.

Copy to:- *SSWC/SMA-1/1685-90*

Dated Williamnagar the 6th July 2016

1. The Director, Soil & Water Conservation, Meghalaya, Shillong for kind information.
2. The Jt. Director, Soil & Water Conservation, Tura, Meghalaya for kind information.
3. The Deputy Commissioner, East Garo Hills, for kind information.
4. NIC, East Garo Hills, with request to upload in district website (eastgarohills.govt.in).
5. Office Notice Board.
6. Office File.


Member Secretary,
Shri. C. H. Sarania
Divisional Soil & Water Conservation Officer,
&
District Project Manager, MSWDA
Williamnagar, East Garo Hills.

