



Bio-Resources Development Centre

(A Government of Meghalaya R & D Institution under Science & Technology, Planning Department)

5½ Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



www.megbrdc.nic.in |



brdcshillong@gmail.com / brdc-shillong@gov.in

No. PLN/BRDC/0201/2023/NF/1

Dated. Shillong, the 20th September, 2024

ADVERTISEMENT – Walk in Interview

Bio- Resources Development Centre (BRDC), Shillong, invites application for the following post on contractual basis:

Sl. No.	Posts	No. post(s)
1.	IT Resource Person	1 No.
2..	Quality Manager	1 No.
3.	System Facilitator	1No.

For details visit “www.megbrdc.nic.in”

Sd/-
Member Secretary,
Bio-Resources Development Centre,
Shillong.

No. PLN/BRDC/0201/2023/NF/1-A

Dated. Shillong, the 20th September, 2024

Copy to :

1. The P.A. to Chief Secretary to the Govt. of Meghalaya & Chairman, BRDC for his kind information.
2. The P.A. to Commissioner & Secretary to the Govt. of Meghalaya, Planning Department & Vice-Chairman, BRDC for his kind information.
3. Under Secretary, Planning Department, Govt. of Meghalaya for kind information.
4. Director, Information and Public Relations, Meghalaya for necessary action with a request to publish the same in **3(three) daily local newspaper including Salantini Janera in the next issue.**
5. LDA, BRDC with a request to upload the Eligibility Criteria, Terms of Employment and Format of Application in the website: **www.megbrdc.nic.in.**
6. Research Officer, Science & Technology Cell, Planning Department, Govt. of Meghalaya for kind information.

By Orders, etc.

Dr. (Mrs) J.P. Lyngdoh,
Senior Scientist,
Bio-Resources Development Centre,
Shillong.



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E.File No. PLN/BRDC/0201/2023/NF/2

Dated. Shillong, the 20th September, 2024

ADVERTISEMENT

Bio- Resources Development Centre (BRDC), Shillong, an autonomous R&D Institution of the Government of Meghalaya for promotion of meaningful Conservation & Sustainable utilization of Bio-resources of the State and also the State’s Organic Certifying Agency, invites application in the prescribed format from eligible candidates who are citizens of India (as defined in Articles 5-8 of the Constitution) for consideration of appointment to the following post on contractual basis for a period of 1 (one) year which may be extended for another year based on performance review:

Eligibility Criteria

Name of the Post	IT Resource Person
No. of Post:	1 No.
Pay:	Negotiable as per skills and relevant experience
Minimum Educational Qualification:	Graduate/Diploma in Computer Application/Electronics & Communication Engineering or equivalent.
Desired Experience:	<ul style="list-style-type: none"> • Minimum 03 years of experience in the relevant field of IT. • Should be an expert in at least two GIS tools/platforms like ESRI/ Mapbox or other • Should be an expert in HTML/CSS or in at least one front end framework like REACT/Vue or any other similar javascript framework. • Should have experience in building front end map interfaces using libraries like leaflet, cesium or open layers • Should have used git or any other code version control system. • Basic knowledge in one of the cloud services and knowledge of others (AWS, GCP and Azure). (Experience will not be counted if copy of certificate is not enclosed)
Job requirement:	The candidate should possess good written and communication skills with proficiency in performing the following tasks: <ul style="list-style-type: none"> • Dynamic IT system with security features • Maintain organized system with ample storage • Real-time processing & maintenance of Field inspector data • Easy data extraction • Create user-friendly interface • Enable input/output & remote access to data • Data Permission management with Multi-device compatibility • Create automated workflows and paperless operation

Name of the Post	Quality Manager
No. of Post:	1 No.
Pay:	Negotiable as per relevant experience
Minimum Educational Qualification:	B.Sc. Agriculture/ Horticulture/ Forestry/ Botany or other allied fields.
Desired Experience:	The candidate should have a minimum of 2 years experience in Organic farming/certification system with proficiency in basic Computer Applications (Word/ Excel/ PowerPoint etc.). (Experience will not be counted if copy of certificate is not enclosed)
Job requirement:	The candidate should possess good written and communication skills with proficiency in performing the following tasks: <ul style="list-style-type: none"> • Developing and implementing the Quality Management System of the Certification Programme. • To assist the CEO, ensuring efficient operation and day-to-day running of the Certification system and to facilitate effective team working through regular meetings and communications with all the Certification Staff. • To assign inspection/certification duties to Staff, manage inspection of farmers/Wild collection etc, receipt of inspection reports and evaluation, issue of certificates, maintenance of Inspection & Certification records. • Evaluation of inspector's performance as per the direction of the CEO. • To perform any other tasks as per the standard and/or entrusted by the CEO from time to time.

Name of the Post	System Facilitator
No. of Post:	1 No.
Pay:	Negotiable
Minimum Educational Qualification:	B.Sc. Agriculture/ Horticulture/ Forestry/ Botany or other allied fields.
Desired Experience:	The candidate should have a minimum of 2 year of experience in Organic farming/Certification with proficiency in basic computer applications (Word/ Excel/ PowerPoint etc.). (Experience will not be counted if copy of certificate is not enclosed)

Job requirement:	<p>The candidate should possess good written and communication skills with proficiency in performing the following tasks:</p> <ul style="list-style-type: none"> • Receipt of applications for inspection and certification, reply to queries of operators and sending of application packages etc. • Evaluating the applications for individual farm/groups etc., developing cost estimate for the inspection and certification of the individual farm/groups etc. and coordinating the inspection and certification work of the individual farm / groups. • Preparing quotations for the Inspection work for the Farmers, Coordinating with accounts section for the receipt and payment and raising of invoice. • Receipt of inspection reports from Inspectors and their evaluation. • To assist the Quality Manager in other technical or certification activities, maintenance of Inspection & Certification records and preparation of Annual Report.
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Terms of reference:

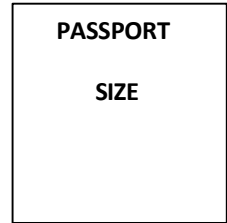
1. The candidate will be engaged against different assignment of the BRDC and duties will be assigned, including field duties, accordingly.
2. The selected candidate is liable to be posted anywhere depending on the requirement of BRDC.

General Instructions:

1. Reservation of post: As per State Government policy.
2. Interested and eligible candidates may appear for the Personal interview on ***25th September, 2024 at Bio-Resources Development Centre, 5 ½ Mile, Upper Shillong***. He/ She should bring along with application form in prescribed format (**hard copy only**) with credentials. For other details kindly email to brdcshillong@gmail.com. Employed candidates should submit their application through their **employer/proper channel**.
3. Registration will be open from **10:00 AM – 11:00 AM**. Interview will start from 11:00 AM onwards.
4. The candidate should not be less than 18years and 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.
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 interview.
7. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
8. The BRDC 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 BRDC 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.megbrdc.nic.in.
14. No TA/DA will be admissible for attending test/interview.
15. Place of Posting: Meghalaya.

Sd/-
Member Secretary,
Bio-Resources Development Centre,
Shillong.

Application Format for the Post of



1. Name:

2. Father's Name:

3. Date of Birth with age as on 1.1.2024:

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):

(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 is true to the best of my knowledge.

Date:

Signature of the Candidate