

# STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT



Phone & Fax No. :  
(0364) 2522077

## MEGHALAYA

E-Mail:  
stcouncilmegh@yahoo.com  
scste-meg@gov.in

*(An Autonomous Body of the Government of Meghalaya for Promotion of Science & Technology)*

Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim  
Hills, Behind Bethany Hospital, Shillong -793003

No. CST 38/2023/8

Dated Shillong, the 16<sup>th</sup> November, 2023

### ADVERTISEMENT

Applications are invited from eligible candidates for the post of (1) Research Specialist (1 no), (2) Senior Manager/Manager (Executive Associate) (1 no) and (3) Assistant Manager - Knowledge Management (1 no) on a contractual basis for a period of 1 (one) year.

Details of Qualifications, Eligibility Criteria and Term of Reference can be seen in the website "[www.scste.org](http://www.scste.org)". Duly filled application with supporting documents should be submitted to the Office of the Undersigned or office email [stcouncil-megh@meghalaya.gov.in](mailto:stcouncil-megh@meghalaya.gov.in) on or before the 08<sup>th</sup> December, 2023

(Shri Gunanka D.B, IFS)  
Member Secretary, SCSTE & Joint Secretary,  
Planning Investment Promotion &  
Sustainable Development Department  
Govt. of Meghalaya

Memo No. CST 38/2023/8 -A

Dated Shillong, the 16<sup>th</sup> November, 2023

Copy to :

1. The P.A. to Commissioner & Secretary to the Govt. of Meghalaya , Planning Investment Promotion & Sustainable Development Department and Chairman, EC, SCSTE for kind information.
2. Director, Information and Public Relations with a request to kindly publish the same in The Shillong Times, Mawphor and Salantini Janera for 2 (two) consecutive days w.e.f. the date of issue of the advertisement.

(Shri Gunanka D.B, IFS)  
Member Secretary, SCSTE & Joint Secretary,  
Planning Investment Promotion &  
Sustainable Development Department  
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nd Bethany Hospital, Shillong-793003

ANNEXURE-A

No.CST 38/2023/9

Dated Shillong, the 16<sup>th</sup> November, 2023

### ELIGIBILITY CRITERIA

Sl. No.	Position	No. of Post	Essential Qualifications & Experiences	Place of Posting	Pay
1.	<b>Research Specialist</b>	1	<p><b>Essential Qualifications:</b> Master degree in Development Studies or Project Management or other relevant field from a reputed institution with excellent research and writing skills.</p> <p><b>Required Experiences &amp; Skills:</b></p> <ol style="list-style-type: none"> <li>1. Minimum 08 years of extensive research &amp; analysis experience, including a proven track record of delivering high-quality research outputs in terms of publications and a demonstrated ability to lead various research projects.</li> <li>2. Proven ability to conduct independent, high-quality research, leading to publications in reputable outlets.</li> <li>3. Outstanding writing and presentation skills to effectively convey research findings, and to craft persuasive grant proposals, letters of inquiry, and reports.</li> <li>4. Proficiency in conducting comprehensive research to identify potential grant opportunities.</li> <li>5. Proven experience in grant proposal writing, including a portfolio of successful grant proposals preferably with an international donor.</li> </ol>	Shillong	Rs.78,000/- Plus allowances <b>(AGM Level)</b>
2	<b>Senior Manager/ Manager (Executive Associate)</b>	1	<p><b>Essential Qualifications:</b> Bachelors or Master degree in Business Administration, Communications or other related field having relevant experience.</p> <p><b>Required Experiences &amp; Skills:</b></p> <ol style="list-style-type: none"> <li>1. Minimum 05 - 08 years of experience in a similar executive supporting role or as an executive secretary.</li> <li>2. Excellent written and verbal communication skills</li> <li>3. Strong organizational and time management skills</li> <li>4. Proficiency in Microsoft Office (Word, Excel &amp; PPT)</li> <li>5. Discretion and ability to handle confidential information</li> <li>6. Exceptional attention to detail and accuracy</li> <li>7. Sound knowledge of project management principles would be an added value.</li> <li>8. Ability to learn and use new technological tools.</li> </ol>	Shillong	Senior Manager Rs.46,800/- plus allowances  Manager Rs 39,000/- Plus allowances
3	<b>Assistant Manager - Knowledge Management</b>	1	<p><b>Essential Qualifications:</b> Graduate or Post Graduate in Information Science, Development Studies, Mass Communication, Public Policy or related disciplines.</p> <p><b>Required Experiences &amp; Skills:</b></p> <ol style="list-style-type: none"> <li>1. Minimum 03 years of experience in knowledge management information management, or a related role.</li> <li>2. Proficient in documentation, research and communications.</li> <li>3. Experience of collecting and recording knowledge and information.</li> <li>4. Good written and verbal communication skills.</li> <li>5. Excellent in research and writing reports and research documents</li> <li>6. Knowledge of application of multimedia would be preferred.</li> <li>7. Proficiency in Microsoft Office (Word, Excel &amp; PPT)</li> <li>8. General Awareness and application of Photography/videography including photo/video editing.</li> </ol>	Shillong	Rs.31,200/- plus allowances

1. **Essential Skills for the positions:** Good written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation, etc are the common essential skills requirement. Other skills required are mentioned above against each position.
2. **Age Limit:** Upto 45 years for all positions
3. **Place of Posting:** Selected candidate shall be posted at the location mentioned above.
4. **Remuneration:**
  - 4.1. The monthly emolument shall be as mentioned in the above column.
  - 4.2. House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
5. **Duration of Contract:**
  - 5.1. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of SCSTE.
  - 5.2. A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidate with the SCSTE to that effect.
6. **How to Apply:**
  - 6.1. For applying the above positions; candidates have to submit duly **filled in application** in the prescribed format with credential to the Office of the Undersigned or office-email [stcouncil-megh@meghalaya.gov.in](mailto:stcouncil-megh@meghalaya.gov.in) on or before 08<sup>th</sup> December 2023.
  - 6.2. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
  - 6.3. Incomplete application shall not be entertained and is liable to be rejected.
  - 6.4. Last date for receipt of applications is **08<sup>th</sup> December 2023 (upto 05:00PM)** and applications received after the last date will not be considered.
  - 6.5. Detailed information about the position and Terms of Reference (TOR) are also made available in SCSTE website, <https://scste.org>
7. **Selection Process:**
  - 7.1. There will be written/technical test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
  - 7.2. The Written Test/ Personal Interview will be held only in Shillong.
8. **General Information:**
  - 8.1. The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. SCSTE reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.
  - 8.2. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the screening test/written/interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the SCSTE website, <https://scste.org>.
  - 8.3. SCSTE reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
  - 8.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, SCSTE reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.
  - 8.5. SCSTE reserves the right to extend the closing date for receipt of applications. SCSTE also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.

- 8.6. No TA/DA shall be paid for attending written test and interview.
- 8.7. Canvassing of any kind will render to disqualification.
- 8.8. Staff already working with SCSTE, who are otherwise eligible can also apply. Their applications must be routed through their reporting officer. However, for newly appointed staff, he/she should complete a minimum period of one year in their current position.



(Shri Gunanka D.B, IFS)  
Member Secretary, SCSTE & Joint Secretary,  
Planning Investment Promotion &  
Sustainable Development Department  
Govt. of Meghalaya

## Terms of References (TOR)

### **1. Research Specialist**

#### **About the position:**

The State Council of Science Technology & Environment (SCSTE) Meghalaya was established with a mission to ensure effective utilization of science & technology for all round development of the State and its main function is to identify, formulate, execute, coordinate and follow-up programmes or schemes for the State on various aspects of science & technology.

The State Council of Science Technology & Environment, Meghalaya is hiring Research Specialist who will work on various grant proposals for the institutions and for the State of Meghalaya. The Research Specialist will play a crucial role for the institutional research and development team responsible for conducting in-depth research, analysing data, and generating insights to inform strategic decision-making. This position will play a pivotal role in driving the organization's growth and success by delivering high-quality research outputs. The Research Specialist is expected to possess advanced research skills and contribute to the development and execution of research strategies. The incumbent will lead various research and proposal write-up for various funding opportunities. This role requires a strong understanding of the organization's mission and goals, as well as the ability to effectively communicate those objectives to potential grantors. The individual in this role must have exceptional research & analysis skills, writing skills, attention to detail, and a deep knowledge of grant application processes and requirements.

#### **Scope of Work& Deliverables:**

##### **1. Research and Identification:**

- a. Conduct in-depth research to identify potential grant opportunities that align with the organization's objectives and needs from government agencies & international donors.
- b. Conduct in-depth research to understand grant guidelines, eligibility criteria, and funding priorities
- c. Keep abreast of new grant opportunities and funding sources.
- d. Lead and manage research projects, providing strategic direction, and ensuring project success.

##### **2. Grant Prospect Evaluation & Proposal Development:**

- a. Assess the alignment of grant prospects with the organization's mission, goals, and programs.
- b. Evaluate the potential for securing grants based on the organization's strengths and track record.
- c. Collaborate with institutional and department heads to gather information and data required for grant proposals.
- d. Develop well-structured, persuasive, and compelling grant proposals, including clear project descriptions, goals, and budget narratives.
- e. Ensure all grant proposals are submitted within deadlines.

##### **3. Grant Application Process:**

- a. Well versed with the application process, guidelines and requirements for various grantors preferably with an international donor.
- b. Prepare and complete all grant applications, including the compilation of supporting documents and attachments.
- c. Manage the submission process, ensuring that all necessary materials are submitted correctly and on time.

##### **4. Budget Planning:**

- a. Develop accurate budgets and financial statements for grant proposals.
- b. Ensure that budgets align with the grant guidelines and funding priorities.

##### **5. Compliance and Reporting:**

- a. Stay updated on reporting and compliance requirements for awarded grants.

- b. Assist in grant reporting, ensuring all post-award documentation and reports are submitted accurately and in a timely manner.

**6. Grant Management:**

- a. Assist in grant tracking, monitoring, and evaluation, as required.
- b. Coordinate with the research and development team to provide updates on grant progress and outcomes.

**7. Communication:**

- a. Maintain regular communication with grantors to provide updates, answer questions, and build strong relationships with potential and existing donors.
- b. Collaborate with the communication team to develop content for grant-related promotional materials stories.

**Desired Qualifications & Experience:**

1. Master degree in Development Studies or Project Management or other relevant field from a reputed institution with excellent research and writing skills.
2. Minimum 08 years of extensive research & analysis experience, including a proven track record of delivering high-quality research outputs in terms of publications (books, book chapters, monograph, technical reports, policy brief, research papers/articles, conference papers, etc.) and a demonstrated ability to lead various research projects.
3. Proven ability to conduct independent, high-quality research, leading to publications in reputable outlets.
4. Outstanding writing and presentation skills to effectively convey research findings, and to craft persuasive grant proposals, letters of inquiry, and reports.
5. Proficiency in conducting comprehensive research to identify potential grant opportunities including government grants, foundation grants, etc.
6. Proven experience in grant proposal writing, including a portfolio of successful grant proposals preferably with an international donor.
7. Highly organized and able to manage multiple deadlines and projects simultaneously
8. Attention to detail and a commitment to accuracy

**Terms:**

This is a full-time role based in Shillong. Research Specialist will be offered a one-year contract initially, with possibility for extension, and will be paid Rs.78,000/- plus allowances per month. This position will be within the Office of the State Council of Science Technology & Environment, Meghalaya reporting to the Member Secretary, SCSTE.

**2. Senior Manager/Manager (Executive Associate)**

**About the position:**

The Executive Associate will play a vital role in providing high-level administrative support and managing the day-to-day operations of the Member Secretary office. The position requires exceptional organizational skills, discretion, and the ability to handle confidential information while ensuring smooth communication and efficiency within the organization.

**Scope of work:**

**1. Executive Support:**

- a. Provide comprehensive administrative support to the Member Secretary, including managing schedules, appointments, and travel arrangements.

- b. Act as a liaison between the Member Secretary and internal/external stakeholders, maintaining clear and effective communication.

**2. Document Management:**

- a. Prepare, edit, and proofread documents, reports, presentations, and correspondence on behalf of the Member Secretary.
- b. Maintain an organized filing system for documents and records.

**3. Meeting Coordination:**

- a. Schedule, organize, and coordinate meetings, conferences, and events for the Member Secretary.
- b. Prepare meeting agendas, materials, and minutes as needed.

**4. Communication Management:**

- a. Screen and prioritize phone calls, emails, and other forms of communication for the Member Secretary.
- b. Handle routine inquiries and route important messages to the appropriate individuals.

**5. Confidentiality and Discretion:**

- a. Handle sensitive and confidential information with the utmost discretion and professionalism.
- b. Maintain the highest level of integrity and ethical standards in all aspects of the role.

**6. Travel Management:**

- a. Arrange travel itineraries, accommodations, and logistics for the Member Secretary's business trips and engagements.
- b. Ensure travel plans align with the organization's objectives and budget.

**7. Board and Committee Support:**

- a. Provide administrative support for board meetings and committee meetings, including the preparation of materials, minutes, and follow-up tasks.

**b. Special Projects:**

- a. Assist the Member Secretary in special projects, research, and other tasks as assigned.
- b. Contribute to the successful execution of key organizational initiatives.

**8. Ability to learn and use new technological tools.**

**Desired Qualifications & Experience:**

1. Bachelors or Master degree in Business Administration, Communications or other related field
2. Minimum 05-08 years of experience in a similar executive supporting role or as an executive secretary.
3. Excellent written and verbal communication skills
4. Strong organizational and time management skills
5. Proficiency in Microsoft Office (Word, Excel & PPT)
6. Discretion and ability to handle confidential information
7. Exceptional attention to detail and accuracy
8. Ability to work independently and as part of a team
9. Experience with board governance and support
10. Sound knowledge of project management principles would be an added advantage.

**Terms:**

This is a full-time role based in Shillong. Executive Associate will be offered a one-year contract initially, with possibility for extension, and will be paid Rs.46,800/plus allowance per month for (Senior Manager) & Rs.39,000/ plus allowance for (Manager) per month. This position will be within the Office of the State Council of Science Technology & Environment, Meghalaya reporting to the Member Secretary, SCSTE.

**3. Assistant Manager -Knowledge Management**

**About the position:**

A Knowledge Management position will play a crucial role in an organization by developing and implementing

strategies and systems to optimize the organization's information and knowledge resources. his role will support in maintaining a structured knowledge base, facilitating information sharing, and improving organizational efficiency.

#### **Scope of work:**

##### **1. Support Knowledge Management Strategy:**

- a. Create and implement a comprehensive knowledge management strategy aligned with the organization's goals and objectives.
- b. Define key performance indicators (KPIs) to measure the effectiveness of knowledge management initiatives.

##### **2. Knowledge Repository Maintenance:**

- a. Maintain and update the knowledge repositories, and databases ensuring information is accurate and up-to-date and easily accessible to authorized users.

##### **3. Knowledge Capture and Documentation:**

- a. Collaborate with teams and subject matter experts to capture, document, and organize critical knowledge assets, best practices, and lessons learned.
- b. Develop and maintain standardized templates and guidelines for knowledge documentation.

##### **4. Training and Awareness:**

- a. Help train employees on knowledge management tools and practices and raise awareness of their importance.
- b. Create and promote awareness campaigns to highlight the importance of knowledge sharing and management.

##### **5. Collaboration Facilitation:**

- a. Encourage collaboration and information sharing across teams to enhance knowledge transfer and dissemination.
- b. Implement and promote collaborative tools and platforms to enhance knowledge transfer and dissemination.

##### **6. Quality Assurance:**

- a. Implement quality assurance measures to ensure the integrity and reliability of knowledge resources.
- b. Conduct regular audits of knowledge repositories to identify and rectify errors or inconsistencies.

##### **7. Continuous Improvement:**

- a. Identify opportunities for process improvements in knowledge management and implement best practices.
- b. Implement best practices and recommend enhancements to optimize knowledge management.

##### **8. Stakeholder Engagement:**

- a. Engage with key stakeholders across the organization to gather feedback, address their knowledge management needs, and promote the value of knowledge management.

##### **9. Documentation and Reporting:**

- a. Create and maintain comprehensive documentation of knowledge management processes, procedures, and best practices.
- b. Prepare regular reports on the status and impact of knowledge management initiatives for management and stakeholders.

##### **10. Innovation:**

- a. Stay updated on industry trends and emerging technologies in knowledge management.
- b. Explore innovative solutions and technologies to enhance knowledge management within the organization.
- c. **Compliance:** Ensure compliance with relevant data privacy and information security regulations.

#### **Desired Qualifications & Experience:**

1. Graduate or Post Graduate in Information Science, Development Studies, Mass Communication, Natural Resource Management, Public Policy or related disciplines.
2. Minimum 03 years of experience in knowledge management, information management, or a related role.
3. Proficient in documentation, research and communications.
4. Experience of collecting and recording knowledge and information.



5. Good technical expertise in knowledge and information management.
6. Good written and verbal communication skills.
7. Trained in Knowledge & information Management
8. Excellent in research and writing reports and research documents
9. Knowledge of application of multimedia would be preferred.
10. Proficiency in Microsoft Office (Word, Excel & PPT)

**Terms:**

This is a full-time role based in Shillong. Assistant Manager -Knowledge Management will be offered a one-year contract initially, with possibility for extension, and will be paid Rs.31,200/- plus allowance per month. This position will be within the Office of the State Council of Science Technology & Environment, Meghalaya reporting to the Member Secretary, SCSTE.



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Member Secretary, SCSTE & Joint Secretary,  
Planning Investment Promotion &  
Sustainable Development Department  
Govt. of Meghalaya

APPLICATION FORMAT							
Application for the post of: _____					Affix Recent Passport Size Photo		
1	Name in full						
2	Father's Name						
3	Date of Birth						
4	Marital Status						
5	Contact details (complete address, phone/mobile no. and e-mail)						
Educational Qualifications (Higher Secondary onwards)							
6	Examination/ Degree	Board/ University	Year of passing	Subjects	Marks obtained (%)/CGPA	Distinction	
8	Awards/Fellowship/Distinctions:						
9	Experience: No. of years /months:						
	Sl No.	Post held	Place of posting		From	To	
10	Summary of how you can contribute to the work (max. 200-300 words):						

11	Two References (complete contact details):	

I declare that all information provided above is true to my knowledge.

Date:

Signature of Candidate

**Note:**

1. Fill all required field given in the application except those which are not applicable
2. Any claim in the application form is to be supported by relevant documents.
3. False information, incomplete application and incomplete submission of documents will result in rejection of the application.
4. Applicants who are under service need to submit an NOC from their respective sections.