



# 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. BRD2/2020/Pt.XVI/82

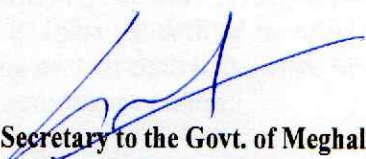
Dated. Shillong, the 25<sup>th</sup> January, 2024

## ADVERTISEMENT

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

Sl. No.	Posts	No. post(s)
1.	Auditor-I (Field Inspector)	1No.

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

  
Joint Secretary to the Govt. of Meghalaya,  
Planning Department &  
Member Secretary,  
Bio-Resources Development Centre,  
Shillong


No. BRD2/2020/Pt.XVI/82-A

Dated. Shillong, the 25<sup>th</sup> January, 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, Govt. of Meghalaya with a request to kindly publish the above Advertisement in 3(three) local daily Newspapers.
5. Science & Technology Cell, Planning Department, Govt. of Meghalaya for kind information.
6. Smt. UM.Kharkongor, LDA, BRDC to kindly upload the Eligibility Criteria, Terms of Employment and Format of Application in the website: [www.megbrdc.nic.in](http://www.megbrdc.nic.in).
7. IT Teams MBDA to kindly upload the Eligibility Criteria, Terms of Employment and Format of Application in the MDBA Website.

By Orders, etc.

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



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No. BRD2/2020/Pt.XVI/83

Dated. Shillong, the 25<sup>th</sup> January, 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 (as per NPOP ISO-17065)

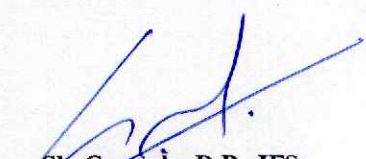
Name of the Post	Auditor-I (Field Inspector)
No. of Post:	1 No.
Pay:	₹28,665/- plus other allowances as admissible under BRDC
Educational Qualification:	Post-graduate/ Graduate in Agriculture/ Horticulture/ Natural or related science
Experience:	Minimum 2 years of work experience in related and respective 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"><li>To undertake inspection work in compliance with statutory requirements and the Organic Certification standards and procedures.</li><li>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.</li><li>To keep confidential any commercially sensitive or other confidential information gained during inspection work.</li><li>To attend training sessions as and when required.</li><li>Tracenet entry / verification of data submitted by the operator</li><li>He/She shall Report to the Evaluator/Quality Manager</li></ul>

**Terms of reference:**

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

**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 (**hard copy only**) with credentials to the office of the undersigned on or before **5th February, 2024**. For other details kindly contact email: [brdcshillong@gmail.com](mailto:brdcshillong@gmail.com). Employed candidates should submit their application through their **employer/proper channel**.
3. The candidate should not be less than 18 years 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. There is no age limit for those who are already in Government service or statutory bodies, etc. However, they may 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.
6. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
7. The BRDC 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 BRDC 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.megbrdc.nic.in](http://www.megbrdc.nic.in).
13. No TA/DA will be admissible for attending test/interview.
14. Place of Posting: Meghalaya.

  
**Sh. Gananka D.B., IFS,  
Joint Secretary to the Govt. of Meghalaya,  
Planning Department &  
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

7. Any additional Qualification:

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

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

(ii) Experience as per ISO17065 :

*(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