



STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT MEGHALAYA

(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

Email: stcouncil-megh@meghalaya.gov.in stcouncilmegh@yahoo.com Phone & Fax No. : (0364) 2522077

EFile No. PLN/SCSTE/0117/2023/NF/53

Dated Shillong, the 9th July, 2024

ADVERTISEMENT

Applications are invited from eligible candidates for the post of Hostel Administration cum Warden (1 no) (Female Candidate only) on a contractual basis for a period of 10 (ten) months.

Details of Qualifications and Eligibility Criteria can be seen in the website "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 on or before the 19th July 2024.

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



STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT MEGHALAYA

(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

Email: stcouncil-megh@meghalaya.gov.in stcouncilmegh@yahoo.com Phone & Fax No. : (0364) 2522077

ANNEXURE-A

E.File No. PLN/SCSTE/0117/2023/NF/54

Dated Shillong, the 9th July 2024

ELIGIBILITY CRITERIA

Sl. No.	Position	No. of Post	Essential Qualifications & Experiences	Place of Posting	Pay
1.	Hostel Administration cum Warden	1	<p>Essential Qualifications: Bachelor degree in Science (BSc)</p> <p>Required Experiences & Skills:</p> <ol style="list-style-type: none"> 1. Female candidate only 2. Proven experience as a Hostel Warden, demonstrating a strong understanding of student welfare and discipline. 3. Previous experience as a Hostel Administrator, including managing facilities, overseeing staff, and ensuring operational efficiency. 4. Excellent communication and interpersonal skills to effectively interact with students, staff, and parents/guardians. 5. Organizational skills to manage hostel operations efficiently. 6. Ability to handle emergencies and ensure the safety and security of hostel residents. 7. Should have the capability to manage both video and photo recording with a camera. 	SIRD Nongsder, Ri Bhoi District	<p>Rs.39,000/- (Manager Level)</p> <p>Salary will be negotiable for candidates with exceptional experience and qualifications.</p>

- 1. Essential Skills for the position:** 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.
- 2. Age Limit:** Up to 45 years
- 3. Place of Posting:** Selected candidate shall be posted at the location mentioned above. The selected candidate must reside full-time at the specified location to oversee to the students' welfare and education.
- 4. Remuneration:**
 - 4.1.** The monthly emolument shall be as mentioned in the above column.
 - 4.2.** 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 10 (ten) months. 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 on or before 19th July 2024.
- 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 19th July 2024 **(up to 05:00PM)** and applications received after the last date will not be considered.
- 6.5. Detailed information about the position are also made available in SCSTE website, <https://scste.org>

7. Selection Process:

- 7.1. There will be direct personal interview for the position.
- 7.2. The 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 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.
- 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. The number of vacancies indicated in the advertisement and notification is tentative SCSTE reserves the right to increase/decrease the number of post at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.
- 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.**

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

ANNEXURE-B

APPLICATIONFORMAT						
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)					
6	Educational Qualifications (Higher Secondary onwards)					
	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.200-300words):					

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.