



Bio-Resources Development Centre

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

5^{1/2} Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



www.megbrdc.nic.in |



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

No. BRDI/2024/35

Dated. Shillong, the 12th March, 2024

ADVERTISEMENT

Bio- Resources Development Centre (BRDC), Shillong, invites application for the following posts on contractual basis under the Quality Control & Analytical Laboratory (QCAL):

Sl. No.	Posts	No. post(s)
1.	Analyst	6-12 Nos.
2.	Microbiologist	2-3 Nos.
3.	Lab attendant	2- 3 Nos.

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

Sd/-

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

No. BRDI/2024/35 -A

Dated. Shillong, the 12th March, 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. Science & Technology Cell, Planning Department, Govt. of Meghalaya for kind information.
5. Director, Information and Public Relations, Govt. of Meghalaya with a request to kindly publish the same in **3 local daily Newspapers**.
6. LDA, BRDC to upload the Eligibility Criteria, Terms of Employment and Format of Application in the website: www.megbrdc.nic.in,
7. I Teams, MBDA to upload the Eligibility Criteria, Terms of Employment and Format of Application in the MBDA website.

By Orders, etc.

For,

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



Bio-Resources Development Centre

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

5 1/2 Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



www.megbrdc.nic.in |



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

No. BRD1/2024/36

Dated: Shillong, the 12th March, 2024

In continuation to Advertisement No. BRD2/2020/Pt.XVI/35 Dt. Shillong, the 12th March, 2024 following are the eligibility criteria and terms of reference:

Name of the Post	Analysts (Proximate and High-end Testing Units)
No. of Post:	6-12 Nos.
Pay:	Negotiable
Educational Qualification:	Post-graduate in Biotechnology/Biochemistry/Chemistry/ Food Technology/Natural Products or other related fields.
Experience:	Minimum 1 year of work experience in Analytical Laboratories or practical experience in handling sophisticated equipment such as HPLC, LC-MS, GC-MS, ICP-MS, etc. *Preference will be given to Candidates trained on ISO 17025. (Experience and trainings will not be counted if copy of certificates are not enclosed)
Job Description:	<ul style="list-style-type: none"> To perform day to day activity of laboratory work as assigned or guided by the Quality Manager. Conduct Laboratory services such as testing and fluid flow related experimentation in accordance with test procedures/protocols prescribed by FSSAI/NABL with a high degree of accuracy and strong attention to detail. Maintain an ISO 17025 certified laboratory and follow good laboratory practices. Ability to maintain calibration records, device history records of all key equipment associated with the laboratory. Ability to identify deficiencies and develop improved test methods and procedures. Operates, maintains and repairs lab equipment with minimal supervision. Adhere to, and enhance the Quality Management System (QMS), including developing and maintaining documentation. Ability to work closely with Quality Manager and communicate effectively and in a timely manner the update on the status and progress of testings in the laboratory. Ability to fabricate simple components in order to facilitate testing in the lab. Perform and document complex operational functional testing, troubleshooting of components, sub-assemblies, and materials. Candidate must be able to work independently with minimal supervision. Effective verbal and written communication skills are required. Provide technical assistance for clients, and meet service requests as directed by the Quality Manager. Other related duties, as required.

Name of the Post	Microbiologist/Molecular Biologists (Microbiological/Molecular Biological Testing Units)
No. of Post:	2-3 Nos.
Pay:	Negotiable
Educational Qualification:	Post-graduate in Microbiology/Biotechnology/Food Technology or other related fields
Experience:	Minimum 1 year work experience in Microbiology/Molecular Biology Laboratory *Preference will be given to Candidates trained on ISO 17025. (Experience and trainings will not be counted if copy of certificates are not enclosed)
Job Description:	<ul style="list-style-type: none"> • Analyzing samples of water, waste water, STP/ETP water and so on. • Growing and maintenance of microbial cultures. • Testing samples for a variety of microbiological parameters. • Inspecting environmental samples to check for possible contamination. • Tracking environmental microorganism development. • Developing and managing quality control processes. • Recording, analyzing and interpreting data. • Maintenance of documents as per quality procedures ISO 17025. • Ensuring that data is recorded accurately in accordance with relevant guidelines. • Managing laboratory as per NABL guidelines.
Name of the Post	Laboratory Attendants
No. of Post:	2-3 Nos.
Pay:	Negotiable
Educational Qualification:	Graduate in Biotechnology/Biochemistry/Chemistry/ Food Technology or other related fields
Experience:	Minimum 1 year of work experience in related and respective field or in similar laboratories/facilities
Job Description	<ul style="list-style-type: none"> • He/She will be responsible in assisting the Analysts and Microbiologists in the day-to-day operation of the respective Units of the Laboratory. • He/She is responsible in maintenance of Cleanliness, preparation of reagents, washing of glassware, etc and other tasks as and when required.

Terms of reference:

1. The candidates will be engaged against different assignment of the QCA Laboratory and duties will be assigned, including field duties, accordingly.
2. The selected candidates are liable to be posted anywhere depending on the requirement of QCA Laboratory.

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 the **12th April, 2024**. For other details kindly contact email: brdcshillong@gmail.com. Employed candidates should submit their application through their **employer/proper channel**.
3. 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. 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. BRDC reserves the right to postpone/cancel the recruitment exercise at any stage.
7. 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.
13. No TA/DA will be admissible for attending test/interview.
14. Place of Posting: **Meghalaya**.

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

Application Format for the Post of _____

Unit/Lab.: _____

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):

PASSPORT
SIZE
PHOTO

Examination/ Degree	Board/University	Year of passing	Subjects	Marks obtained (%)/CGPA	Distinction

1. Any additional Qualification:

2. Work Experience (no. of years/months):

Institution	Designation	Job Role	Date of Joining	Date of Leaving	No. of Years Served

(Experience will not be counted if copy of certificate is not enclosed)

3. Trainings attended under ISO 17025:

4. Awards/Fellowship/Distinctions:

5. Any other information:

6. 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