



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

E-File No. A-20/3/2019/AAS(BRDC)/1

Dated. Shillong, the 14th November, 2023

ADVERTISEMENT

The Bio-Resources Development Centre invites application for the post of Knowledge Management Associate: 1 No.

Kindly visit www.megbrdc.nic.in for Eligibility Criteria and Terms of Reference.

The duly filled in application (in prescribed format) with credentials should reach the office of the undersigned on or before **30th November, 2023.**

Sd/-

(*Gunanka D.B.*), IFS,

Joint Secretary to the Govt. of Meghalaya,

Planning Department &

Member Secretary,

Bio-Resources Development Centre,

5 ½ Mile, Upper Shillong.

MEMO E-File No. A-20/3/2019/AAS(BRDC)/1 -A Dated. Shillong, the 14th November, 2023

Copy to :

1. The Director, Information & Public Relations, Meghalaya with a request to publish the above Advertisement in 3(three) local daily Newspaper in the next issue.
2. The Project Director, State Data Centre, NIC with a request to upload the Eligibility Criteria and Terms of Reference in the website www.megbrdc.nic.in.
3. IT Team MBDA/MBMA to kindly upload the advertisement and the Eligibility Criteria and Terms of Reference in MBDA Website
4. Office Notice Board.

By orders, etc.

(J.P. Lyngdoh)

Sr. Scientist,

Bio-Resources Development Centre,

5 ½ Mile, Upper Shillong.



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E-File No. A-20/3/2019/AAS(BRDC)/2

Dated. Shillong, the 14th November, 2023

In continuation to Advertisement No. A-20/3/2019/AAS(BRDC)/ 1 Dt. 20.11.2023 for the post of Knowledge Management Associate. The following Eligibility Criteria and Terms of Reference may be referred to

ELIGIBILITY CRITERIA AND TERMS OF REFERENCE

Assignment Title: Documentation, Knowledge Management and preparation of project proposals and Detailed Project Reports for Bio Resources Development Centre (BRDC)

1. The Bio Resources Development Centre (BRDC), Science & Technology Cell of the Department of Planning, Govt. of Meghalaya intends to hire above-mentioned position for Documentation, Knowledge Management and Preparation of project proposals and Detailed Project Reports.
2. The engagement is purely contractual which may be extended if required on the basis of candidate's performance subject to discretion of the Competent Authority.
3. **Essential Qualifications:** Master degree in Life Sciences/Development Studies or other relevant fields from a reputed institution with excellent research and writing skills.
4. **Required Experiences & Skills:**
 - Minimum 5(five) years of extensive research & 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.
 - Proven ability to conduct independent, high-quality research, leading to publications in reputable outlets.
 - Outstanding writing and presentation skills to effectively convey research findings, and to craft persuasive grant proposals, letters of inquiry, and reports.
 - Proficiency in conducting comprehensive research to identify potential grant opportunities.
 - Proven experience in grant proposal writing, including a portfolio of successful grant proposals preferably with an international donor.
 - Experience in preparation of Detailed Project Reports, etc.
 - Proficient in documentation, research and communications.
 - Experience of collecting and recording knowledge and information.
 - Good written and verbal communication skills.
 - Excellent in research and writing reports and research documents
 - Knowledge of application of multimedia would be preferred.
 - General awareness and application of Photography/videography including photo/video editing.
5. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
6. Upper Age Limit: Not above 45 Years as on 1.1.2023.
7. ₹ 39,000/- plus usual allowances as admissible under BRDC.
8. Further information can be obtained at the address below during office hours.
9. Application in the prescribed format must be delivered in a written form to the address below through registered post/speed post/courier/by hand on or before 20.11.2023.

Shri Gunanka D.B, IFS
Joint Secretary to the Govt. of Meghalaya,
Planning Department &
Member Secretary,
Bio-Resources Development Centre,
5 ½ Mile, Upper Shillong.

Application Format for the Post of _____

1. Name:

2. Father's Name:

3. Date of Birth with age as on 1.1.2023:

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

7.No. of years/months:

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

8. Specific Area of Interest:

9. CSIR/DBT/ICMRNET qualification (Yes/No, if yes provide details):

10. Awards/Fellowship/Distinctions:

11. Summary of Ph.D. and experience:

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