

MEGHALAYA STATE ORGANIC CERTIFICATION BODY

Bio-Resources Development Centre Experimental Farm
Laitmynsaw, Upper Shillong, -793009, Meghalaya



msocb.org

brdc.npop@gmail.com

No. P3-PLN/MSOCB/06598/2025/NF/159

Dated: Shillong the 16th June, 2025

ADVERTISEMENT

The Meghalaya State Organic Certification Body (MSOCB) invites application in the prescribed format from eligible candidates for the following posts on contractual basis for a period of 1 (one) year:

Sl. No.	Name of Posts	No. post(s)
1.	Auditor (Field Inspector)	4 Nos.

For details visit msocb.org

Sd/-

**Chief Executive Officer,
MSOCB,
Shillong.**

MEMO No P3-PLN/MSOCB/06598/2025/NF/ -A

Dated: Shillong, the 16th June, 2025

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. Chairman, Block Development Unit (BDU), EKH/WKH/RI-BHOI/SWKH/EWKH/EJH/WJH/NGH/SGH/EGH/EWGH with a request to wide publicity in the respective districts.
5. LDA, BRDC, Shillong to upload the Eligibility Criteria, Terms of Employment and Format of Application in the website: www.megbrdc.nic.in.
6. The Shillong Times/Kjatsngi/Salantini Janeera to kindly publish the above advertisement in the next issue.
7. Research Officer, Science & Technology Cell, Planning Department, Govt. of Meghalaya for kind information.

By Orders, etc.

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

No. P3-PLN/MSOCB/06598/2025/NF/160

Dated: Shillong, the 16th June, 2025**Eligibility Criteria**

Name of the Post	Auditor (Field Inspector)
No. of Post:	4 Nos.
Pay:	Negotiable
Educational Qualification:	Post-graduate/Graduate in Agriculture/Horticulture.
Experience:	<p>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.)</p> <p>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)</p>
Job requirement:	<ul style="list-style-type: none">• To undertake inspection work in compliance with statutory requirements and the Organic Certification standards and procedures.• 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 as per the area mandated by the CB.• Tracenet entry / verification of data submitted by the operator.• The selected candidates may be assigned to a project at any location, based on the CB's requirements.• The selected candidates will be engaged against different assignments of the CB and duties will be assigned, including field duties with long hours on-site as per the job requirements.

Terms of Reference:

1. The candidate will be engaged against different assignments of the Agency and duties will be assigned, including field duties, accordingly.
2. The selected candidate is liable to be posted anywhere depending on the requirement of the agency.

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 with credentials to the office of the undersigned on or before **7th July, 2025**. For other details kindly contact email: msocbinfo009@gmail.com.
3. Employee candidates should submit their application through their **employer/proper channel**.
4. The candidate should not be less than 18 years and more than 32 years of age as on 1.01.2025. Upper age limit is relaxable by 5 (five) years for Scheduled Caste, Scheduled Tribe, OBC and PWD candidates.
5. The applications will be screened by the competent authority by adopting appropriate criteria and only shortlisted candidates will be called for test/interview.
6. Applicants appearing with incomplete documents will not be entertained for the test/interview.
7. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
8. The MSOCB reserves the right to relax any criteria or qualification depending on the situation, requirement, deserving candidates and candidates having such relevant experience.
9. The decision of the management of MSOCB will be final and binding on all and reserves all rights.
10. 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.
11. Canvassing in any form OR on behalf of a candidate will be a disqualification.
12. The selected candidates shall have no claim for appointment on regular basis by virtue of their being engaged on contractual basis.
13. Any new announcement in this regard will be uploaded in www.msocb.org.
14. No TA/DA will be admissible for attending test/interview.
15. Place of Posting: Meghalaya.
16. Candidates can used the following links to apply for the same:
Link: <https://forms.gle/G1PBcHs8Z8BbHDzg8>.

Sd/-
CEO,
Meghalaya State Organic Certification Body,
Shillong

Application Format for the Post of AUDITOR (FIELD INSPECTOR)

1. Name:
2. Father’s Name:
3. Date of Birth with age as on 1.1.2025:
4. Marital Status:
5. Contact details (complete address, phone/mobile no. and e-mail ID):
6. Educational Qualifications (Higher Secondary onwards):

PASSPORT

SIZE

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

8. Any additional Qualification:
9. Work Experience (no. of years/months):

Name of Institution	Designation	Date of Joining	Date of leaving	Total No of Years served

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

10. Awards/Fellowship/Distinctions/Trainings:

Trainings attended	Institution	Date	Training Duration

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 decalre that all information provided by me in this
application are true to the best of my belief and knowledge.

Date:

Signature of the Candidate