

# MEGHALAYA STATE ORGANIC CERTIFICATION BODY



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

 msocb.org

 brdc.npop@gmail.com

No. BRD2/2020/Pt. XVI/918

Dated. Shillong, the 27<sup>th</sup> November, 2025

## ADVERTISEMENT

The Meghalaya State Organic Certification Body (MSOCB) Shillong under Bio-Resources Development Centre (BRDC) Shillong, an autonomous R&D Institution of the Government of Meghalaya, invites application in the prescribed format from eligible candidate who are citizen of India (as defined in Articles 5-8 of the Constitution) for the post of Evaluator (I) no. on contractual basis:

For details visit "[www.megbrdc.nic.in](http://www.megbrdc.nic.in)"

  
Chief Executive Officer  
MSOCB

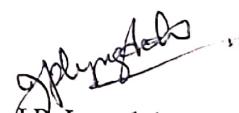
No. BRD2/2020/Pt. XVI/918

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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. ARO, Science & Technology Cell, Planning Department, Govt. of Meghalaya for kind information.
5. Project Manager, Meghalaya State Data Centre, Shillong with a request to upload the Advertisement, Eligibility Criteria, Terms of Employment and Format of Application in the website: [www.megbrdc.nic.in](http://www.megbrdc.nic.in).
6. Director, Information and Public Relations, Meghalaya for necessary action with a request to publish the same in 1(one) National Paper, 1(one) Local Newspaper in the State of Meghalaya and Sikkim and 1(one) Newspaper for South India in the next issue.
7. Office Notice Board.

*By Orders, etc.*

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

## Eligibility Criteria

<b>Name of Post:</b>	<b>Evaluator</b>
No. of Post:	1 No.
Pay:	₹50,000/- (negotiable) plus other allowances as admissible under BRDC.
Educational Qualification:	Graduate in Agriculture/ Horticulture/ Natural and or related science
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).</p> <p>(Experience will not be counted if copy of certificate is not enclosed)</p>
Job requirement:	<ul style="list-style-type: none"> <li>• Receive requests for inspection and certification, reply queries of clients, send application packages etc.</li> <li>• Receive inspection reports and their evaluation, maintenance of Inspection &amp; Certification records etc.</li> <li>• Preparation of Annual report.</li> <li>• Evaluating the application for individual farm/groups (ICS) etc. developing cost estimate for the inspection, and certification of the individual farm/groups (ICS) etc. and coordinating the inspection and certification work of the individual farm / groups (ICS)</li> <li>• Coordinating with accounts section for the receipt and payment.</li> <li>• To assist the Quality Manager with other technical or certification activities and carry out any other duties as required by the Quality Manager BRDC CB</li> <li>• Trace net verification, Raising Invoice.</li> </ul>

### **Terms of reference:**

1. The candidates will be engaged against different assignment of the Agency and duties will be assigned, including field duties, accordingly.
2. The selected candidates are liable to be posted anywhere depending on the requirement of 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 (**hard copy only**) with credentials to the office of the undersigned on or before 6 February, 2026 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 1-01-2026. 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.



Chief Executive Officer  
MSOCB

# Application Format for the Post of \_\_\_\_\_

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):

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

8. Any additional Qualification:

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

- (i) Experience as per NPOP Guidelines (2Years Min.):
- (ii) Experience as per ISO-17065:

*(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



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