

**GOVERNMENT OF MEGHALAYA  
MEGHALAYA STATE DISASTER MANAGEMENT AUTHORITY  
LACHAUMIERE, MEGHALAYA::::SHILLONG**

No.SDMA.305/2023/141

Dated Shillong the 23<sup>rd</sup> March 2026

**WALK-IN-INTERVIEW**

The Meghalaya State Disaster Management Authority (MSDMA) under the Revenue and Disaster Management Department, Government of Meghalaya invites applications for engagement of Human Resource for Mitigation Project Management Division (MPMD) on contractual basis.

2. The terms and conditions for engagement of the Human Resource are as under:

Criteria	Structural/Infrastructure Mitigation Specialist (Structural Engineer)	Disaster Risk Reduction (DRR) & Environment Specialist	Procurement Specialist	Project Assistant (GIS)
<b>Qualification &amp; Eligibility</b>	<ul style="list-style-type: none"> <li>• Master's Degree (M.E./M.Tech) in Structural Engineering/ Earthquake Engineering/ Infrastructure Engineering/ Disaster Mitigation Engineering</li> <li>• Min. 1 year experience in the field with knowledge in AutoCAD</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Retired as rank of Executive Engineer above from any Infrastructure Sectors having knowledge in AutoCAD</li> </ul>	<ul style="list-style-type: none"> <li>• Masters's Degree in Environmental Science/ Environmental Engineering/Disaster Management/Climate Change/Geography/Social Sciences from a recognized university/institution. Min. 1 year experience in the field</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Retired as Officer from Environmental Science/ Environmental Engineering/Disaster Management/Climate Change/Geography/Social Sciences.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree in Business Administration with specialization in procurement or contract management from a recognized university/institution.</li> <li>• Min. 1 year experience in procurement or contract management</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Retired as Officer in Finance/procurement or contract management.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Geography/Geology /Environmental Science/Civil Engineering /Computer Science with Diploma or Certification in GIS/Remote Sensing from a recognized institute (IIRS-ISRO, NRSC, NIDM, or equivalent).</li> </ul>
<b>Age Criteria</b>	65 years Maximum			18 – 32 years. Upper age limit is relaxable by 5 years for SC/ST

<p><b>Scope of Work</b></p>	<ul style="list-style-type: none"> <li>• Provide technical expertise in the planning, design, and implementation of structural mitigation projects funded under NDMF/SDMF.</li> <li>• Preparation of Project Pre-Feasibility Reports including cost estimates</li> <li>• Conducting technical assessments, including geotechnical and hazard-specific studies and recommend safe, resilient design solutions.</li> <li>• Design of appropriate mitigation measures</li> <li>• Prepare/review/vet DPRs, structural drawings, and technical specifications for compliance with BIS/NBC/NDMA standards.</li> <li>• Support quality control and monitoring during project execution.</li> <li>• Document best practices, case studies, and technical reports for resilient infrastructure.</li> <li>• Provide technical inputs for capacity-building workshops on structural mitigation and resilient construction practices.</li> <li>• Any other matters as required by SDMA</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical inputs for risk-informed mitigation planning under NDMF/SDMF.</li> <li>• Ensure integration of environmental safeguards into all mitigation projects.</li> <li>• Support preparation and review of HVRA studies, disaster management plans, and mitigation DPRs.</li> <li>• Promote Eco-DRR and climate adaptation measures (e.g., afforestation, wetland restoration, slope stabilization).</li> <li>• Coordinate with line departments (Environment, Forest, Urban Development, Agriculture, Water Resources etc) for cross-sectoral integration.</li> <li>• Develop knowledge products, case studies, and awareness materials on DRR &amp; environment.</li> <li>• Conduct training and capacity-building programmes for SDMA/DDMAs and local bodies.</li> <li>• Monitor and report on environmental sustainability indicators in mitigation projects.</li> <li>• Any other matters as required by SDMA</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and update the annual procurement plan for mitigation projects.</li> <li>• Develop procurement manuals, guidelines, and SOPs aligned with State/GoI financial rules.</li> <li>• Advise project teams on procurement strategy, methods (ICB, NCB, shopping, direct contracting, etc.).</li> <li>• Draft tender documents, EoIs, RFPs, RFQs, bid evaluation criteria, and contract agreements.</li> <li>• Manage pre-bid meetings, clarifications, bid openings, and evaluations.</li> <li>• Ensure transparent and fair evaluation of bids in line with procurement rules.</li> <li>• Negotiate and finalize contracts with vendors/consultants</li> <li>• Monitor vendor performance and ensure compliance with contract terms.</li> <li>• Maintain a database of vendors/suppliers/consultants.</li> <li>• Manage contract amendments, extensions, and closures.</li> <li>• Resolve disputes or delays in procurement contracts.</li> <li>• Ensure all procurement follows State/GoI rules, GFR, GeM procurement guidelines, and audit requirements.</li> <li>• Maintain procurement records and documentation for audit readiness.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in collecting, processing, and managing spatial datasets.</li> <li>• Prepare thematic maps (hazard, vulnerability, infrastructure) for disaster mitigation planning.</li> <li>• Support in monitoring and evaluation dashboards with GIS layers.</li> <li>• Maintain the project GIS database and ensure data accuracy.</li> <li>• Prepare maps, charts, and infographics for reports, presentations, and knowledge products.</li> <li>• Provide technical support during training, workshops, and field surveys.</li> <li>• Coordinate with SDMA/DDMAs for data collection and field validation.</li> <li>• Any other matters as required by SDMA</li> </ul>
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<b>Period of engagement</b>	i. Engagement will be for a period of 1 (one) year which may be extended or curtailed as per the requirement and satisfactory performance. ii. The engagement would be on full-time basis and they would not be permitted to take up any other assignment during the engagement period with SDMA			
<b>Remuneration, Allowances etc</b>		i. Fixed amount of Rs.65,000/- per month ii. No other allowances will be admissible		i. Fixed amount of Rs.30,000/- per month ii. No other allowances will be admissible

### 3. Job Location and Number of Positions

Sl. No.	Name of Position	No. of Position	Place of Posting	Date of Interview	Venue	Time	Registration
1	Structural/Infrastructure Mitigation Specialist (Structural Engineer)	1	SDMA	06-04-2026	State Emergency Operations Centre (SEOC), Lower Lachaumiere, Shillong	11:00 AM onwards	9:00 – 10:00 AM
2	Procurement Specialist	1		07-04-2026			
3	Project Assistant (GIS)	1		08-04-2026			
4	Disaster Risk Reduction (DRR) & Environment Specialist	1		09-04-2026		2:30 PM onwards	12:30 – 01:30 PM

4. Persons fulfilling the eligibility criteria as mentioned above and willing to work as Specialist/Assistant on the terms and conditions specified herein shall bring their application in the prescribed format enclosed at Annexure-I, along with self-attested copies of relevant documents.

- Registration shall be conducted as time mentioned above on the day of the Walk-in-Interview. No candidate shall be entertained after the closing time.

5. Selection Process: Interview Committee

The decision of the Interview Committee shall be final and binding on all candidates. Applications submitted without the requisite documents or complete information shall not be considered and are liable to be rejected.

  
Executive Director  
State Disaster Management Authority  
Meghalaya

Memo.No.SDMA.305/2023/141(A)

Dated Shillong the 23<sup>rd</sup> March 2026

Copy to:

1. The Joint Secretary to the Government of Meghalaya, Revenue and Disaster Management Department for kind information.
2. The State Informatics Officer, NIC, Shillong for kind information with a request to kindly upload the Advertisement in the SDMA website.

  
Executive Director  
State Disaster Management Authority  
Meghalaya