

# STATE CANCER SOCIETY OF MEGHALAYA

Dept. of Health & Family Welfare, Govt. of Meghalaya

Phone No: 9436924322

Email: [scsmeghalaya2004@gmail.com](mailto:scsmeghalaya2004@gmail.com)

Website: <http://scsm.nic.in>



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## ADVERTISEMENT FOR APPOINTMENT OF STAFFS ON CONTRACTUAL BASIS

The “Meghalaya Mission Cancer Prevention and Early Detection” project aims to reduce the incidence and mortality of cancer through community-based initiatives, early screening, public awareness campaigns and improved access to healthcare services. The project will be implemented across [regions/districts], with the objective of improving early diagnosis and promoting preventive measures for cancer.

Hence for implementing this project, the office of State Cancer Society of Meghalaya, Civil Hospital Shillong invites applications from eligible candidates to fill up the following positions on contractual basis for a period of 1(one) year which may be extendable based on performance and project extension.

Sl. No.	Name of the Post	No. of posts	Experiences	Monthly remuneration
1.	<b>Medical Health Officer</b>  • <b>Essential Qualifications:</b> MBBS or other equivalent degree from any recognized Medical institution of India or abroad duly registered with MCI/NMC/ State Medical Council.  <b>Age Limit:</b> 23-41years (relaxation 5 years for SC/ST candidates)	4 (Four)	<ul style="list-style-type: none"><li>• 2 years of experience as a medical officer in hospitals or healthcare centres, expertise in providing personalised advice and guidance to employees on health management.</li><li>• Experience in Research activities.</li><li>• Strong problem-solving and decision-making abilities, especially in high-pressure situations.</li><li>• Proficiency in Computer for maintaining electronic medical records and utilising healthcare software.</li><li>• Experience in cancer related works is highly desirable.</li><li>• Capacity to work for long hours especially in times of emergencies.</li><li>• Willingness to travel and stay frequently in the project areas and villages</li></ul>	Rs. 60,000/-

2.	<b>Public Health Consultant</b> <ul style="list-style-type: none"> <li>• <b>Essential Qualification:</b> Master's degree in relevant fields such as Public Administration, Public Health, and Social Work in Public Health, Epidemiology, or a related field with equivalent experience.</li> </ul> <p><b>Age Limit:</b> up to 40 years of age, may be relaxable in case of experienced candidate.</p>	1(One)	<ul style="list-style-type: none"> <li>• Minimum 3 (Three) years' experience in public health</li> <li>• Proven experience as a Public Health Consultant or in a similar role.</li> <li>• Strong knowledge of public health principles, practices and policies</li> <li>• Excellent analytical and problem-solving skills with the ability to interpret complex data.</li> <li>• Effective communication and interpersonal skills, with experience in stakeholder engagement.</li> <li>• Ability to design and implement health programs and interventions.</li> <li>• Prior training and experience in adaptive management frameworks such as Problem-Driven Iterative Adaptation and Adaptive Leadership.</li> <li>• Strong listening, verbal and written communication skills.</li> <li>• Proficiency in Computer with commonly used software such as Microsoft Office.</li> <li>• Willingness to travel and stay frequently in the project areas and villages.</li> <li>• Ability to speak and write in any local language (Khasi, Garo or Jaintia) would be an added advantage.</li> </ul>	Rs. 60,000/-
3.	<b>Research Associate</b> <p><b>Essential qualification:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate in Public Health, Social Work, Development Studies, Statistics, Economics or related field with emphasis on quantitative or analytical skills from a recognized institution.</li> <li>• Graduates with over 2 years of relevant work experience involving field research, report writing, and data analysis can also apply.</li> </ul> <p><b>Age Limit:</b> 18-32yrs (relaxation 5 years for SC/ST candidates)</p>	1(One)	<ul style="list-style-type: none"> <li>• Minimum 2 years of relevant work experience especially in research study/ survey with experience in health programs and community institutions would be advantageous.</li> <li>• Strong analytical skills and ability to synthesise complex information into clear, easily understandable outputs.</li> <li>• Good knowledge of statistical tools or software.</li> <li>• Strong understanding of statistical methods and data modelling with strong listening, verbal and written communication skills.</li> <li>• Ability to work under your own initiative with a proactive approach to problem-solving.</li> <li>• Willingness to travel and stay frequently in the project areas and villages.</li> <li>• Ability to speak and write in any local language (Khasi, Garo or Jaintia) would be an added advantage.</li> <li>• Excellent communication, time management, prioritisation, and organisational skills.</li> <li>• Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides,)</li> <li>• Ability to use quantitative or qualitative data analysis software packages (e.g., R, STATA, Python, etc) is desirable.</li> </ul>	Rs. 30,000/-



4.	<p><b>Media and Communication Associate</b></p> <p><b>Essential qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate or Post Graduate in Mass Communication, Journalism, Media Studies, Public Relations or a related field with equivalent experience.</li> </ul> <p><b>Age Limit:</b> 18-32yrs (relaxation 5years for SC/ST candidates)</p>	1(One)	<ul style="list-style-type: none"> <li>Minimum 2 years of relevant work experience in media and communications sector, with published articles or write ups in one or more websites/journals.</li> <li>Ability to speak and write in any local language (Khasi, Garo, Jaintia) would be an added advantage.</li> <li>Ability to deliver creative content (text, image and video).</li> <li>Good knowledge of research, social media tools and google analytics</li> <li>Candidates having excellent communication (Oral and Written) with PowerPoint presentations skills and other communication materials will be preferred. Additionally, experience in web designing and content production is highly desirable.</li> <li>Skills in photography, videography and graphic designing, along with working knowledge of MS Office and photo/video editing software, with the ability to deliver creative content in text, image, and video formats.</li> <li>Passionate about working in development, with an interest in improving community health outcomes.</li> <li>Outstanding organizational and planning abilities.</li> <li>Willingness to travel and stay frequently in the project areas and villages.</li> </ul>	Rs. 30,000/-
5.	<p><b>Project Co-ordinator with Management Background</b></p> <p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelor's or Master's degree in Public Health/ Health Administration/ Public Administration/ Social Work in Public Health is preferable with skills to Project Management (or equivalent) in relevant field.</li> <li>Work experience involving field research, report writing and data analysis will be given preferences.</li> </ul> <p><b>Age Limit:</b> up to 40 years of age.</p>	1(One)	<ul style="list-style-type: none"> <li>Minimum 3 years' experience in project coordination</li> <li>Experience Certificate as a Project Coordinator or in a similar role with a strong background in management.</li> <li>Ability to manage multiple projects and priorities effectively.</li> <li>Excellent organizational and time-management skills.</li> <li>Strong leadership and experience in team coordination.</li> <li>Strong written, verbal and presentation skills</li> <li>Proficiency in computer with commonly used software such as Microsoft Office.</li> <li>Willingness to travel and stay frequently in the project areas and villages.</li> <li>Fluency in local language (Khasi, Jaintia &amp; Garo) and good knowledge of English.</li> </ul>	Rs. 30,000/-

6.	<b>District Field Supervisor</b>  <b>Essential Qualification:</b> <ul style="list-style-type: none"> <li>Bachelor's or Master's degree in Public Health / Social Work from any reputed institution with research experience in health related projects.</li> <li>Bachelor's/Master's degree in Nursing from a recognized institution. Registered with Meghalaya Nursing Council and having equivalent experience in Community Health Nursing research experience in health related projects.</li> </ul> <b>Age Limit:</b> 18-32yrs (relaxation 5years for SC/ST candidates)	12(Twelve) • 7 posting in Khasi, Jaintia & Ri-Bhoi Districts • 5 posting in Garo Hills Region	<ul style="list-style-type: none"> <li>Minimum 1 (one) year working experience on community-based with added experience in field Supervision or management with rural communities, preferably in health sector.</li> <li>Experience in program planning, coordination, and interdisciplinary collaboration.</li> <li>Strong leadership, team management skills and proficiency in supervising the project team.</li> <li>Excellent problem-solving and decision-making abilities.</li> <li>Effective communication skills and ability to build relationships with diverse teams.</li> <li>Ability to work independently and manage multiple tasks in a fast-paced environment.</li> <li>Fluency in local language (Khasi, Jaintia &amp; Garo) and good knowledge of English.</li> <li>Willingness to travel and stay in project areas and villages.</li> <li>Preference will be given for candidates from local areas of each district and passionate about improving community health and have the qualifications and skills required for this position.</li> <li>Proficiency in computer with commonly used software such as Microsoft Office.</li> </ul>	Rs. 25,000/-
7.	<b>Staff Nurses</b>  <b>Essential qualification:</b> B.Sc Nursing/GNM Nursing from a recognized Institute registered under Meghalaya Nursing Council.  <b>Age Limit:</b> 18-32yrs (relaxation 5years for SC/ST candidates)	24 (Twenty four) • 13 posting in Khasi, Jaintia & Ri-Bhoi Districts • 11 posting in Garo Hills Region	<ul style="list-style-type: none"> <li>B.Sc Nursing with 1(One) year Experience/GNM Nursing with 2 years' experience</li> <li>Ability to handle stressful situations with professionalism.</li> <li>Commitment to provide outstanding patient care and support with experience in cancer related works.</li> <li>Strong clinical skills and knowledge of healthcare practices and protocols.</li> <li>Preference for candidate from local areas of district concern, passionate about improving community health and have the skills required for this position.</li> <li>Excellent communication and interpersonal skills.</li> <li>Willingness to travel and will be based in the project areas and villages.</li> <li>Fluency in local language (Khasi, Jaintia &amp; Garo) and good knowledge of English.</li> </ul>	Rs. 25,000/-



8.	<b>Accountant</b>  <b>Essential qualification:</b> Bachelors or Master's degree in Commerce, Accounting, Finance, or a related field. [Certified Public Accountant (CPA) or equivalent certification is desirable]  <b>Age Limit:</b> 18-32yrs (relaxable for experienced candidates)	1(One)	<ul style="list-style-type: none"> <li>• Minimum 2(Two) years working experience in the relevant field.</li> <li>• Proven experience as an accountant or in a similar role.</li> <li>• Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP) with proficiency in accounting software e.g., Tally and office software packages (MS Word, Excel, PPT, etc).</li> <li>• Strong understanding of accounting principles and financial regulations.</li> <li>• Excellent analytical and problem-solving skills.</li> <li>• Strong written and verbal communication.</li> <li>• Strong interpersonal skills and ability to establish working relations with various teams.</li> <li>• Willingness to travel for work purposes.</li> </ul>	Rs.20,000/-
9.	<b>Office Assistant cum Typist</b>  <b>Essential qualification:</b> Bachelors or Master's degree in any stream from a recognized University.  Additional qualifications in office management are preferable.  <b>Age Limit:</b> 18-32yrs (relaxation 5years for SC/ST candidates)	1(One)	<ul style="list-style-type: none"> <li>• Minimum 2(Two) years working experience in the relevant field.</li> <li>• Proficiency in Computer with commonly used software such as Microsoft Office.</li> <li>• Typing speed of 35 words per minute in English.</li> <li>• Proven experience as an Office Assistant, Typist or in a similar administrative role.</li> <li>• Strong verbal and written communication skills.</li> <li>• Excellent organizational and time management abilities.</li> <li>• Ability to maintain confidentiality and handle sensitive Information.</li> <li>• Ability to handle multiple tasks and work efficiently under pressure.</li> </ul>	Rs.18,000/-

- Interested candidates can submit the **Standard Form** along with **recent passport size photograph** and **self-attested copies** of the following documents:
  - Filled application form, **Updated CV, birth certificate, SC/ST certificate, Educational qualifications certificates, Additional or technical qualifications certificates (if any) and Copy of their previous work portfolios (if any).**
- Application can be submitted to the **Office of State Cancer Society of Meghalaya, DAE-Civil Hospital Cancer Wing Building, Civil Hospital Shillong** in drop box as indicated against each post, from Monday to Friday, timing 10:00AM-5:00PM.
- Candidates are advised to read carefully the eligibility criteria as well as other conditions prescribed for the post before applying and to indicate their contact number and e-mail address to facilitate faster communication.

- d) Incomplete application shall not be entertained and is liable to be rejected.
- e) The last date for submission of applications is on 28<sup>th</sup> May 2025 till 5:00 PM
- f) Application received after the last date will not be entertained.
- g) The interview dates and the names of the shortlisted candidates will be displayed on the notice board at the DAE-Civil Hospital Cancer Wing, Civil Hospital Shillong on 5<sup>th</sup> June 2025 at 11:00 AM.
- h) The Certificate/Documents in original are to be produced at the time of the Interview.
- i) No TA/DA will be paid for attending the interview.



Dr. A. Mawlong Specialist  
Member Secretary  
State Cancer Society of Meghalaya  
Civil Hospital Shillong

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**of Meghalaya**