



No. P10-PLN/BRDC/01320/2024/NF/83

Dated. Shillong the 10th February, 2025

ADVERTISEMENT

The Bio-Resources Development Centre invites application from eligible candidates for the post of Quality Manager in the Quality Control and Analytical Laboratory.

Sl. No	Post	No of Seats
1	Quality Manager	1

For further details please visit www.megbrdc.nic.in.

Sd/-
Member Secretary,
Bio-Resources Development Centre,
Shillong.

MEMO No. No. P10-PLN/BRDC/01320/2024/NF/ 83 -A Dated. Shillong the 10th February, 2025

Copy to :

1. The P.A. to Chief Secretary to the Govt. of Meghalaya for favour of his kind information.
2. The P.A. to Commissioner & Secretary to the Govt. of Meghalaya, Planning Department for favour of his kind information Under Secretary, Planning Department, Govt. of Meghalaya for kind information.
3. Assistant Research Officer, Science & Technology Cell, Planning Department, Govt. of Meghalaya for kind information.
4. LDA, BRDC with a request to upload the Eligibility Criteria and Terms of Employment in the website: www.megbrdc.nic.in
5. IT Team MBDA/MBMA, Shillong with a request to kindly upload the Advertisement in the MBDA Website.
6. The Shillong Times/Salantini Janera/Nongsain Hima, with a request to kindly publish the same in the next issue.

By orders, etc.

(J.P. Lyngdoh)

Sr. Scientist,

Bio- Resources Development Centre,
Shillong

General Instructions:

1. Reservation of post: As per State Government policy.
2. Interested and eligible candidates may submit the duly filled in applications with credentials on or before the **6th March, 2025** through the link provided below. For other details kindly contact via email: brdcshillong@gmail.com. Employed candidates should submit their application through proper channel.
3. The candidate should not be less than 18 years or 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. There is no age limit for those who are already in Government service or statutory bodies, etc.
4. The BRDC reserves the right to postpone/cancel the recruitment exercise at any stage.
5. The BRDC reserves the right to relax any criteria or qualification depending on the situation, requirements, deserving candidates and candidates having such relevant experience.
6. The decision of the management of BRDC will be final and binding on all and reserves all rights.
7. The engagement is purely contractual which may be extended on the basis of assessment of the candidate's performance subject to discretion of the Centre.
8. Canvassing in any form OR on behalf of a candidate will be a disqualification.
9. The selected candidates shall have no claim for appointment on regular basis by virtue of their being engaged on contractual basis.
10. Any new announcement in this regard will be uploaded in www.megbrdc.nic.in
11. No TA/DA will be admissible for attending test/interview.
12. Place of Posting: Meghalaya.
13. Below is the link for submission of applications.

Link: <https://forms.gle/nCUaE7ebqA9bmXXd8>.

Sd/-
Member Secretary,
Bio-Resources Development Centre,
Shillong.

ELIGIBILITY CRITERIA	
Desired Qualification	<ul style="list-style-type: none"> • Post Graduate in Biochemistry/ Biotechnology/ Microbiology/ Food Technology/Food Science/ Pharmacy/Chemistry and other related Fields.
Salary	<ul style="list-style-type: none"> • Negotiable
Desired Experience	<ul style="list-style-type: none"> • Experience in Quality & Safety Parameters including Chemical, Microbiological and Molecular Testing in Food Matrices as per ISO/IEC 17025:2017. • The candidate must be well acquainted with the Quality Management System in accordance with ISO/IEC 17025:2017 • Demonstrate proficiency in basic computer applications (Word, Excel, PowerPoint, etc.). <p style="text-align: center;"><i>Experience will not be considered unless accompanied by relevant certificates/ documents</i></p>
Job Responsibility	<ul style="list-style-type: none"> • Preparation of Quality Manual, Quality System Procedures, Quality Formats as per ISO/IEC 17025:2017. • Overall responsibility for implementation and maintenance of ISO/IEC 17025:2017 Laboratory (Quality Assurance System). • Organizing Internal Audit • Convening Management Review meeting and liaisoning with NABL authorities. • Effective handling of customer feedback including complaint • Identification and Documentation of the non-conforming product. • Organizing Intra/ Inter Laboratory Comparison and Proficiency Testing. • Preparation of STPs, SOPs and Method development. • Maintenance of Quality and technical documents of the section as per the regulatory requirement. • Responsible for indenting, receipt, inspection and storage of CRMs and other consumables. • Preparation of testing and operation procedures • Identifying the training needs, training the Technical Staff and new recruits and delegation of works. • Maintaining training records and controlling each record with support of Staff.

Application Format for the Post of QUALITY MANAGER

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