

No.SEMAM/RMSA/RC/AE/C/100/2016/Pt/55


Dated Shillong the 26<sup>th</sup> September, 2025

ADVERTISEMENT

Application in Standard Form of Application for the following post on contractual basis under Samagra Shiksha, State Education Mission Authority of Meghalaya (SEMAM):

Sl	Name of Post	Desired Qualifications & Experiences	Age	Remuneration
1	Procurement Manager	<p><b>Desired Qualification:</b> Bachelor or Master degree in Purchase / Material Management / Procurement &amp; Supply Chain / Inventory &amp; Logistics / Commerce /Engineering / Business and Financial Management.</p> <p><b>Experience:</b> Minimum 4 (four) years’ experience in Govt. / Private sector, Manager in Purchase, Procurement &amp; Supply Chain, Inventory and Logistic, Commerce, Business and Financial Management related functions</p> <ol style="list-style-type: none"><li>1. Candidate having experience in procurement and Contract Management in any external aided projects (IFAD, JICA, ADB, etc.) would be given preference.</li><li>2. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services.</li><li>3. Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid / proposal evaluation and negotiation process.</li><li>4. Expertise in drafting and negotiating agreements with different kinds of procurement selection methods.</li><li>5. Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc.</li></ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Good written and verbal communication.</li><li>2. Strong Analytical and Negotiation Skills</li><li>3. Excellent Decision Making &amp; Problem Solving Skills.</li><li>4. Computer skills like Word Processing, Spread Sheets and Power Point Presentation</li><li>5. Excellent management and leadership skills to motivate employees across the board</li><li>6. Financial skills particularly focusing on budget management and costs estimations.</li></ol>	<p>The upper age limit is 32 years on the first day of the year of the advertisement.</p> <p>However, relaxation of 5 years for the SC/ ST candidates and 3 Years relaxation for the OBC candidates shall be applicable.</p>	Negotiable

1. The dates for submitting the form are from **10:00 AM on the 30<sup>th</sup> of September 2025 till the 10<sup>th</sup> of October 2025 up to 5:00 PM, in Room No. 40.** The duly filled-in application form, along with self-attested copies of educational certificates, experience certificates, and other relevant testimonials, must reach the office of the undersigned within the stipulated timeframe.
2. The screening of the candidates will take place at every stage of the examination. Candidates will be required to appear for a written test to assess their quantitative and analytical abilities. The date of the written examination will be notified on the official website:<https://ssa.megeducation.gov.in/>.
3. The Samagra Shiksha, SEMAM reserves the right to call for any additional documentary evidence in support of educational qualification and experience of the applicant.
4. In case of non-availability of suitable candidates with prescribed qualifications and experience, Samagra Shiksha, SEMAM reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.
5. Samagra Shiksha, SEMAM reserves the right to extend the closing date for receipt of applications.
6. Samagra Shiksha, SEMAM also reserves the right to fill or not to fill any or the position advertised or cancel recruitment procedure at any stage without assigning any reason thereof.
7. No TA/DA shall be paid for attending written test / interview.



(Jagdish Choudhary, IAS)  
State Project Director, Samagra Shiksha,  
Meghalaya, Shillong.

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE STATE EDUCATION MISSION AUTHORITY OF  
MEGHALAYA: SAMAGRA SHIKSHA ABHIYAN,  
SHILLONG**




**Memo.No.SEMAM/RMSA/RC/AE/C/100/2016/Pt/55-A**

**Dated Shillong the 26<sup>th</sup> September, 2025**

**Copy to:**

1. The Commissioner & Secretary to the Government of Meghalaya, Education Department & the State Mission Director, SEMAM, Shillong for favour of your kind information.
2. The Director of Information and Public Relations, Lower Lachumiere, Shillong - 793003 with a request to publish the above advertisement in one English and Vernacular Newspaper.
3. The Programmer cum Analyst / Web Administrator, Samagra Shiksha, SEMAM for uploading the above advertisement in the portal.
4. Office Notice Board
5. Guard File.

  
**State Project Director, Samagra Shiksha,  
Meghalaya, Shillong.**

