



# SHILLONG MEDICAL COLLEGE

Government of Meghalaya

Pasteur Hills, Lawmali Road, Shillong, Meghalaya – 793001

Phone No: 9612814886/9612384707

email: shgmedicalcollege@gmail.com

website: shillongmedicalcollege.co.in

No. SMC – HR/2025/Estt/

Dated, Shillong the 6<sup>th</sup> Oct, 2026

## ROLLING ADVERTISEMENT FOR ENGAGEMENT OF MEDICAL SOCIAL WORKER ON CONTRACTUAL BASIS

Applications are invited from eligible and interested candidates for engagement to the post of **Medical Social Worker** at **Shillong Medical College**, on a contractual basis. The engagement shall be purely temporary and contractual in nature and shall not confer any right or claim for regular appointment against any post under the Government of Meghalaya.

| Sl. No. | Name of Post          | No. of Post | Remuneration        | Nature of Engagement |
|---------|-----------------------|-------------|---------------------|----------------------|
| 1.      | Medical Social Worker | 01          | ₹60,000/- per month | Contractual          |

### 1. Eligibility Criteria

#### Essential Qualification:

1. Master's Degree in **Social Work (MSW)** from a recognized University/Institution.
2. Candidates having experience of 1-2 years in a hospital/healthcare setting, particularly in patient counselling, psychosocial support, rehabilitation or community-based programmes, shall be preferred.
3. The candidate should possess good communication and interpersonal skills and be able to work effectively with patients, attendants, doctors, nurses and other healthcare professionals.
4. Knowledge of computer applications and basic documentation/record-keeping shall be desirable.
5. The candidate should be able to communicate effectively in **English**. Knowledge of **Khasi** is **MANDATORY** and/or other local languages shall be an added advantage.

### 2. Terms of Reference / Duties and Responsibilities

The Medical Social Worker shall perform the following duties:

1. **Community Assessments & Field Surveys:** Conduct community diagnosis, socio-economic evaluations, and household surveys to identify social determinations of health, community health needs, and vulnerable populations within rural and urban training centres. (RHTC/UHTC)
2. **Health Promotion, Education & IEC Activities:** Plan, Organize, and execute information, Education, and Communication (IC)/Behaviour Change Communication (BCC) campaigns targeting maternal and child health, communicable and non-communicable diseases, hygiene, and nutrition.
3. **Community Outreach & Mobilization:** Act as a bridge between the institution and local primary healthcare systems (ASHAs, Anganwadi worker, village health committees). Facilitate community participation in national health programs, health camps, and immunization drives.



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4. Field Training & Academic Support: Assist in mentoring and coordinating field-based training, social orientation, and community visits for medical undergraduate (MBBS) students, interns, and Post graduates during their community Medicine postings.
5. **Support for National Programmes & Welfare schemes:** Assist patients and community members in accessing government welfare schemes, social security benefits, financial aid, and health insurance initiatives (e.g., Ayushman Bharat/MHIS).
6. **Epidemiological Investigation & Follow-up:** Assist faculty and epidemiologists in contact tracing, outbreak investigations, disease surveillance, and long-term community follow-up for chronic diseases or default management (e.g., TB, Leprosy) and also departmental projects.
7. **Interdisciplinary & Intersectoral Collaboration:** Laise with local government bodies, non-governmental organization (NGOs), social welfare departments and local administrative authorities to address broad social determinants of health.
8. Coordinate with relevant Government Departments, NGOs, community-based organisations and other agencies for appropriate support and referral of patients.
9. Undertake **patient and family counselling**, including support for patients with chronic illness, disabilities, mental health concerns, vulnerable groups and patients requiring long-term care.
10. Maintain proper **case records, counselling records, referral records and other relevant documentation.**
11. Assist in conducting awareness programmes, health education activities and community outreach programmes organised by the Medical College/Hospital.
12. Participate in multidisciplinary meetings and contribute to the development of appropriate social and psychosocial care plans for the community.
13. Prepare periodic reports relating to the activities undertaken and submit the same to the designated authority.
14. Perform any other duties and responsibilities assigned by the **Director/Medical Superintendent or other competent authority** in the interest of the institution.

### 3. Nature and Duration of Engagement

1. The engagement shall be **purely contractual and temporary.**
2. The initial period of engagement shall be for **one year**, or as may be decided by the competent authority.
3. The contract may be extended based on the **performance of the individual and institutional requirements**, subject to approval of the competent authority.
4. The engagement may be terminated by either side by giving **one month's notice** or payment in lieu thereof, subject to the terms of the contract.
5. The contractual engagement shall not confer any right upon the appointee for **regularisation or permanent appointment** under the Government of Meghalaya.

### 4. Age Limit

The candidate should preferably be **not more than 35 years of age** as on the last date of submission of application. Relaxation in the upper age limit may be considered as per applicable Government norms.



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## 5. Selection Process

Eligible candidates shall be shortlisted based on their **educational qualifications and relevant experience**. Shortlisted candidates may be called for a **personal interview/interaction** before the duly constituted Selection Committee.

The decision of the Selection Committee/competent authority regarding selection shall be final.

## 6. General Terms and Conditions

1. Candidates must produce **original certificates and testimonials** at the time of interview/selection.
2. Candidates shall submit self-attested copies of their educational qualification, experience and other relevant certificates along with the application.
3. Candidates currently employed in any Government/Private organisation shall submit a **No Objection Certificate (NOC)** from the concerned employer, if applicable.
4. No TA/DA shall be admissible for attending the interview.
5. Incomplete applications or applications received after the prescribed date shall not be entertained.
6. The competent authority reserves the right to **increase/decrease the number of posts, modify the eligibility criteria, cancel the advertisement or reject any/all applications** without assigning any reason.
7. The selected candidate shall be required to abide by the **rules, regulations, code of conduct and working hours** of Shillong Medical College and its associated hospitals.
8. The selected candidate may be required to work in any department/unit or associated hospital under Shillong Medical College, as assigned by the competent authority.
9. The candidate shall be responsible for maintaining confidentiality and professional conduct at all times.
10. Any attempt to influence the selection process shall lead to **disqualification**.

## 7. Mode of Application

Interested candidates may submit their applications in the prescribed format along with self-attested copies of all relevant certificates and testimonials to:

**Dr. Nicola C. Lyngdoh Iangrai**  
Director  
Shillong Medical College  
Shillong, Meghalaya