

**PIU-1**  
**PROJECT MANAGEMENT UNIT-1**  
**SUPPORTING HUMAN CAPITAL DEVELOPMENT IN MEGHALAYA(ADB)**  
**MEGHALAYA::::: SHILLONG**  
**ADVERTISEMENT**

Applications duly filled in **Standard Form** along with complete Bio-Data are hereby invited from the candidates who are the citizens of India for filling up the following posts in the office of the undersigned on contract basis for a period of 1 (one) year or which may likely be extended from time to time subject to the satisfactory performance and the continuation of the Schemes etc.

<b>Name of the post</b>	<b>Qualification</b>	<b>Desirable Profile/Qualifications</b>	<b>Remuneration</b>
<b>Office Assistant</b>	Graduation: Any discipline	i. Experience in Government Setup/Process, including Report Writing, File Management, General Administration ,Correspondence etc. ii. Excellent working knowledge of Ms-Office and other computer skills. iii. Minimum years of experience - 5	15,000 p.m (fixed)

*Reservation policy and Age Limit as per Government Rules and Regulations (Upto 27 yrs (5 years relaxable for SC/ST).*

Candidates having the required qualification and criteria mentioned above only, may apply for the above mentioned posts and the last date for submission of completed application along with photo copies of all certificated, mark sheets etc is **28<sup>th</sup> June 2019 before 5 p.m.** Application submitted after the last date will not be entertained. Duly filled forms may be submitted to the following address:

**Room No.27,First Floor, c/o The Director of School Education & Literacy, Kennelworth Road, Laitumkrah,Shillong,793001-Meghalaya.**

Only the Shortlisted Candidates will be called for the written test and interview.

**Sd/-**

Member Secretary, PIU-1, ADB Project  
Meghalaya, Shillong.

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