

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF EDUCATIONAL RESEARCH & TRAINING  
LAITUMKHAH, NONGRIMMAW, SHILLONG- 793011**

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**INSTRUCTIONS FOR CANDIDATES**

**(i) Junior Consultant**

**(ii) Office Assistant cum DEO**

**Advertisement No:** DERT/SLA-NIEPA/1/2021/57

**Job Title:** Advertisement for (1) Junior Consultant (2) Office Assistant-cum-Data Entry Operator (DEO)

**Date of Publishing:** 20 November 2021

**Last Date to Apply:** 30 November 2021

**Job Detail:**

Applications are invited for the positions of (1) Junior Consultant (2) Office Assistant-cum-DEO purely **on temporary basis for a period of six months**

Number of posts (1) Junior Consultant – 1 post

(2) Office Assistant-cum-DEO – 1 post

These positions will provide the opportunity to work with DERT faculty members in areas of school leadership to deepen their understanding on the subject matter and also develop a working understanding of the roles and responsibilities in academic life. It is hoped that such experience will help them in choosing their upcoming careers in different fields of education and research.

Age Limit: Not less than 18 years and not more 35 years (5 years relaxed for SC/ST)

Post	Qualifications	Experience	Work Description	Remuneration
<b>Junior Consultant</b>	Master's Degree in any field with 55% marks from a recognized University/ Institute (5% relaxed for ST/SC)  <b>Desirable:</b> M.Phil/PhD in Education, Social Science or allied subjects	2 years Research experience at PG level	Conducting Focus Group Discussions, data analysis, drafting reports, content creation (online and offline) Video and Case Documentation, coordination with field personnel, multimedia skills	Rs. 20,000/ month (fixed)
<b>Office Assistant-cum-DEO</b>	Class XII pass with 55% marks from a recognized University/ Institute (5% relaxed for ST/SC)	Work experience required, proficient in MS Word, Excel, PPT, video recording/editing, etc.	Typing, data entry/ cleaning, coordination with field personnel, report preparation, documentation, multimedia skills and other secretarial work	Rs. 10,000/ month (fixed)

**How to Apply:**

Candidates having the required qualification and experience mentioned above only, may apply online by logging in the link <https://forms.gle/gmuq95rKAoobm7aZ8> which will be open from 20<sup>th</sup> November 10:00 a.m to 5:00 p.m on 30<sup>th</sup> November, 2021.

**Selection Process:**

Shortlisted candidates will need to appear for personal interview. There will not be any travel costs. The selected candidates are expected to join within one week from the date of appointment.

**General Conditions:**

1. Candidates should mention in the online application form all the qualifications and experience in the relevant area over and above the minimum prescribed qualification and ensure that all details are complete and accurate.
2. The decision in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of interview, will be final and binding on the candidates.
3. No interim correspondence or personal enquiries shall be entertained
4. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
5. Correspondence, if any, from the DERT including interview call letter of the short listed candidates shall be sent to the e-mail ID provided by the candidate.

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Director,  
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Meghalaya, Shillong