

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF EDUCATIONAL RESEARCH AND TRAINING
LAITUMKHRAH, NONGRIMMAW, SHILLONG-793011**

INSTRUCTIONS FOR CANDIDATES

Advertisement No: DERT/MSIP/2/2021/19

Dated: Shillong, 27th of May 2022

Job Title: (A) Documentation Officer
(B) Publishing Assistant

Last Date to Apply: 17th of June 2022

Job Details:

Applications are invited for the positions of (A) Documentation officer and (B) Publishing Assistant on **purely contractual basis for a period of 12(twelve) months only, for the Documentation Cell at DERT, Shillong.**

Number of posts: (A) Documentation Officer – 1 Post
(B) Publishing Assistant – 1 Post

These positions will provide young professionals the opportunity to work with DERT faculty members to document, disseminate and showcase the best practices from various schools in the state of Meghalaya. Through this endeavor it is hoped that the best and relevant practices can be shared with all relevant stakeholders in the education system within and outside the state. This will aid the transfer the knowledge and in the modeling of best practices.

Age Limit: Not less than 18 years and not more than 32 years (5 years relaxed for SC/ST)

Post	Minimum Qualifications	Knowledge, Skills and Experience requirements	Work Description	Remuneration
(A) Documentation Officer	M.Tech (CSE)/ MCA with 60% marks from a recognized university/ institute. (5% relaxation for SC/ST)	<ul style="list-style-type: none"> • Set-up and maintenance of audio-visual online database. • Knowledge, Skills and Experience in videography, photography, video editing and rendering, photo editing, animation, graphic design and visual effects. • Experience of at least 1 year in government sector. • Report preparation • Good command over language • Team Player 	<ul style="list-style-type: none"> • Coordination and communication with different departments for the content generation process. • Setting up and maintaining of an audio-visual online database. • Videography photography, photo editing, animations and visual effects, for videos, reports and newsletters. 	<p>₹ 30,000 /- per month (fixed)</p> <p>(Rupees Thirty Thousand per month)</p>

Post	Minimum Qualifications	Knowledge, Skills and Experience requirements	Work Description	Remuneration
(B) Publishing Assistant	M.A in: Journalism, English, Creative writing, or Communication Studies with 60% marks from a recognized university/ institute (5% relaxation for SC/ST)	<ul style="list-style-type: none"> • Knowledge, Skills and Experience in creating, reviewing and compiling content for publication, organizing necessary data and content for publishing, checking and proofreading documents and content prior to publication/circulation • Good command over language • Team Player 	<ul style="list-style-type: none"> • Reviewing content, compiling content, organizing content and data. • Proofreading and reviewing content for videos reports, newsletters and other creatives. 	₹ 23,000/- per month (fixed) (Rupees Twenty Three Thousand per month)

How to apply:

Interested Candidates may apply through the following Google Form links by, 17th June 2022:

A. Link for application: <https://forms.gle/4FeDJGbBZVLC575s7>

Applications sent through email etc, will be rejected.

Selection Process:

For both posts, preference will be given to candidates with demonstrable skills. Shortlisted candidates will be intimated via the email which they have provided. The shortlisted candidates will need to appear for a personal interview. There will not be any travel allowance for the interview. The selected candidates are expected to join within one week from the date of appointment.

Supporting Documents required while appearing for the interview:

1. Detailed Resume
2. Undergraduate Degree Marksheet and Certificate
3. Postgraduate and Doctoral Degree Marksheet and Certificate (If applicable)
4. Any **One** Photo Proof of Identity (Aadhaar Card/PAN Card/Voter ID/Driver's License)
5. Birth Certificate
6. Schedule Caste/Schedule Tribe Certificate (if applicable)

General conditions:

1. Candidates should mention in their resume 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.



Shri. J.P. Lakiang, MCS
Director,
Directorate of Educational Research and Training,
Shillong, Meghalaya