

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

INSTRUCTIONS FOR CANDIDATES

Advertisement No: DERT/SCF/1/2018/198

Dated: Shillong 27th of January 2022

Job Title: (A) Programme Consultant
(B) Technical Assistant
(C) Office Assistant

Last Date to Apply: 4th February 2022.

Job Details:

Applications are invited for the positions of (A) Programme Assistant (B) Technical Assistant (C) Office Assistant on **purely contractual basis for a period of 6 (six) months only at DERT, Shillong.**

Number of posts: (A) Programme Consultant – 1 Post
(B) Technical Assistant – 1 Post
(C) Office Assistant – 1 Post

These positions will provide young professionals the opportunity to work with DERT faculty members in order to facilitate the development of State Curriculum Framework (SCF) for the state of Meghalaya.

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) Programme Consultant	Master's Degree in Business Administration with 60% marks from a recognized university/ institute. (5% relaxation for SC/ST)	Communication Skills: Effective and efficient written and verbal communication skills. Management skills: Able to handle and coordinate programmes over virtual platforms. ICT skills: Proficient in MS Office, Virtual Meeting Platforms, Google Services etc. Experience: 1-2 years of Work Experience required.	Creating and updating programme schedules and assisting in the planning and managing programme events. Providing administrative and logistical support. Coordination with faculty members.	₹ 35,000 /- per month (fixed) (Rupees Thirty Five Thousand per month)

Post	Minimum Qualifications	Knowledge, Skills and Experience requirements	Work Description	Remuneration
(B) Technical Assistant	Master's Degree in Computer Application with 60% marks from a recognized university/ institute. (5% relaxation for SC/ST).	<p>Communication Skills: Effective and efficient written and verbal communication skills.</p> <p>ICT skills: Proficient in MS Office, Virtual Meeting Platforms, Google Services.</p> <p>Experience: 1-2 years of Work Experience required.</p>	Assisting and providing technical support to the faculty, troubleshooting of any issues relating to the use of web-based platform for creation of the State Curriculum Framework.	₹ 25,000/- per month (fixed) (Rupees Twenty Five Thousand per month)

Post	Minimum Qualifications	Knowledge, Skills and Experience requirements	Work Description	Remuneration
(B) Office Assistant	Bachelor's Degree 60% marks from a recognized university/ institute. (5% relaxation for SC/ST).	<p>Work experience required, proficient in MS Word, Excel, PPT etc.</p> <p>Experience: 6 months - 1 years of Work Experience required.</p>	Typing, data entry and other secretarial work	₹ 15,000/- per month (fixed) (Rupees Fifteen Thousand per month)

How to apply:

Candidates having the requisite skills and experience only need to apply through the following Google Form link provided below by the **4th February 2022**.

Link: <https://forms.gle/br8kj5G28NHzttd7>

Applications sent through emails etc., will be rejected.

Selection Process:

For all 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 five days 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