

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF EDUCATIONAL RESEARCH AND TRAINING
LAITUMKHRAH, NONGRIMMAW, SHILLONG – 793011
(email: ict.dert@gmail.com)

No.DERT/ETCELL/12/2026/1

Dated Shillong the 13th October 2026

ADVERTISEMENT

The Directorate of Educational Research & Training, Meghalaya, Shillong invites applications from eligible candidates for the following posts (Contractual) for a period of **5 months or until the end of the project** under the PM e-VIDYA DTH TV Channels.

Sl. No.	Position	Vacancies	Age Limit	Renumeration (per month)
1	Junior Program Co-ordinator	2	General category : 32 years ST and SC : 37 years (As per Government of Meghalaya norms)	₹ 35,000/-
2	Academic Co-ordinator	5		₹ 32,000/-
3	Video Editor	3		₹ 30,000/-
4	Camera Operator	2		₹ 28,000/-
5	Accounting Data Analyst	1		₹ 32,000/-
6	Graphic Designer	2		₹ 34,000/-

General Information & Instructions for Applicants

1. **Terms of Reference (ToR):** All candidates must thoroughly go through the detailed Terms of Reference (ToR) for the position before submitting their application. The ToR can be accessed here: <https://bit.ly/3UujMZK> (ToR)



2. **Mode of Application:** Applications will be accepted strictly through the provided Google Form. Applications sent via email, post, or any other medium will be summarily rejected.

Google Form Link: <https://forms.gle/CoD8tGUmdJMGLqDn6>



3. **Government/PSU Employees:** Candidates currently working in any Government Organization, Public Sector Undertaking (PSU), or autonomous body must route their application through the proper channel or produce a "No Objection Certificate" (NOC) at the time of the interview, as per their department rules.
4. **Selection Process:** The selection process will be based on academic qualifications and relevant work experience. Preference will be given to candidates demonstrating specific required skills.
5. **Resume Guidelines:** Candidates must ensure their detailed resume highlights all qualifications and experience in the relevant area, including any credentials over and above the minimum prescribed qualifications. All provided details must be complete and accurate.
6. **Required Documents:** The following documents must be uploaded/submitted in support of the application:
 - Detailed Resume
 - All Educational Qualification Certificates
 - Relevant Experience Certificates
 - Caste Certificate (SC/ST), if applicable
 - Any one valid Photo Identity Proof (Aadhaar Card / PAN Card / Voter ID / Driver's License)
7. **Rejection of Candidature:** In the event of false, fabricated, or insufficient information, or a lack of supporting documentary proof to ascertain eligibility, the candidature will be summarily rejected at any stage of the hiring process.
8. **Right of the Competent Authority:** The decision of the competent authority in all matters relating to eligibility, acceptance or rejection of applications, fixing of eligibility criteria, equivalence of qualifications, mode of screening/selection, and conduct of the interview will be final and binding on all candidates. No correspondence will be entertained in this regard.
9. **Important Dates:** Last date for the receipt of applications is **28th October 2026 (5 pm)**.
10. **Interview & Allowances:** Shortlisted candidates will be intimated regarding the **personal interview schedule exclusively via the email address** provided in their application. No TA/DA (Travelling Allowance/Dearness Allowance) will be paid for attending the interview.

Sd/-
Director
Directorate of Educational Research and Training
Meghalaya, Shillong

Terms of Reference (ToR)

PM eVidya 5 DTH TV Channels Project – DERT, Meghalaya

1. Project Background

The Educational Technology (ET) Cell, Directorate of Educational Research and Training (DERT), Meghalaya, Shillong, is managing and coordinating the operations of five PMeVidya DTH TV Channels. To strengthen and support the operational, academic, technical and financial functions of the project, DERT invites applications from eligible, qualified and experienced professionals for engagement with the team.

2. Terms of Appointment and Guidelines

- **Duration of Engagement:** The appointment will be strictly for a period of **5 months or until the end of the project**.
- **Nature of Contract:** The engagement is purely on a temporary, fixed-term contractual basis and does not confer any right to permanent absorption or regular appointment under DERT Meghalaya.
- **Working Hours:** Appointed personnel are required to follow standard government office hours (10:00 AM - 5:00 PM).
- **Confidentiality:** Selected candidates must maintain strict confidentiality regarding all data, content, financial records and operational details handled during their tenure.
- **Termination:** DERT Meghalaya reserves the right to modify, cancel or terminate the engagement at any stage if performance is deemed unsatisfactory or if project requirements change.

3. Scope of Work and Position Requirements

Sl. No.	Position	Essential Qualification	Key Responsibilities
1	Junior Program Co-ordinator	Essential Qualification & Experience: ❖ Post Graduate in Management or equivalent. ❖ Total 3 years experience. ❖ Experience in handling projects in the educational field and Government sector. Desirable: ❖ Experience in data handling, data analysis, report writing. ❖ Proficiency in MS Office, Google Suite and ICT Skills.	❖ Plan, coordinate and monitor the development of curriculum-based educational content for PMeVidya DTH TV Channels. ❖ Coordinate with key stakeholders, including CIET, NCERT, BISAG-N, State Nodal Officers, Channel Coordinators and the team. ❖ Prepare progress reports, presentations and maintain digital repositories of educational content, telecast schedules and related documentation. ❖ Coordinate programmes and monitor project outcomes by facilitating feedback collection from students, teachers, schools and other stakeholders to improve content quality and delivery. ❖ Plan and Monitor production work, broadcasting of educational programmes and ensure timely delivery of content as per schedules.
2	Academic Co-ordinator Science (1 post)	Essential Qualification & Experience: Post Graduate in- ❖ Science and Mathematics: Physics/ Chemistry/ Mathematics/ Zoology/	❖ Coordinate with subject experts and production team for creation, review and finalization of content aligned with the State Curriculum and textbooks.

	Mathematics (1 post) Social Science (1 post) Regional Language (2 posts- Khasi -1, Garo - 1)	Botany. ❖ Social Science: History/ Geography/ Political Science/ Economics. ❖ Regional Language: Khasi/Garo. ❖ Minimum of 2 years experience in teaching. Desirable: ❖ Experience of educational e-content creation. ❖ Candidates with B.Ed/M.Ed degree. ❖ Good written and verbal communication skills in English and Khasi/Garo. ❖ Proficiency in MS Office, Google Suite and ICT Skills. ❖ Experience in Script writing, Report writing and Content writing.	❖ Develop and review scripts, lesson plans, presentations and video content for academic quality, accuracy and pedagogical effectiveness. ❖ Develop,translate and adapt multimedia and curriculum-based content across English, Khasi and Garo. ❖ Develop and maintain channel-wise and grade-wise daily and monthly telecast schedules and digital repositories. ❖ Assist program co-ordinator in planning and coordinating the development of curriculum-based educational content for PMeVidya DTH TV Channels. ❖ Lead capacity-building initiatives and facilitate training sessions as a designated subject matter expert. ❖ Support research and development of digital and television-based learning initiatives.
3	Video Editor	Essential Qualification & Experience: ❖ Graduate or Post Graduate in Media Production/Video Editing/ Graphics/ Animation. ❖ Minimum 2 years experience in video editing/ animation/ video production.	❖ Manage post-production workflows including video editing, graphics, animation, subtitling, dubbing, content formatting and preparation of broadcast-ready content. ❖ Lead end-to-end production and broadcasting operations covering pre-production, studio recording and content

		Desirable: ❖ Demonstrated experience in video production relating to education and development with experience using professional video editing software such as Adobe Premiere, Davinci Resolve, Final Cut Pro or similar software. ❖ Experience with different video format conversions for download and online streaming.	submission. ❖ Supervise studio and field production activities and coordinate with production team, resource persons, academic and channel co-ordinators. ❖ Assist in technical procurement, installation, testing and maintenance of studio and transmission equipment.
4	Camera Operator	Essential Qualification & Experience: ❖ Graduate or Post Graduate in Media Production/ Videography/ Cinematography/ Film Production. ❖ Minimum 2 years experience in video shooting/ camera handling/ film production. ❖ Working knowledge of studio equipment including video mixers, lighting setups, cameras and audio tools.	❖ Execute studio and field productions, operating cameras, lighting, audio recording, teleprompters and multi-camera setups. ❖ Lead end-to-end operation and coordination with the production team. ❖ Support technical maintenance, equipment testing and procurement specifications for studio equipment.
5	Accounting Data Analyst	Essential Qualification & Experience: ❖ Post Graduate in Commerce/ Accounting/ Finance/ Economics or equivalent. ❖ Minimum of 2 years	❖ Maintain books of accounts, financial registers and supporting documentation according to statutory government norms and other applicable financial regulations.

		experience in accounts and financial management. ❖ Working Knowledge of Tally, MS Excel and Google Suite. Desirable: ❖ Knowledge of Govt. rules and norms (GFR-2017, Government Procurement Guidelines, PFMS procedures, etc). ❖ Knowledge of financial management softwares.	❖ Process financial transactions, expenditures, receipts and vouchers. ❖ Prepare financial statements, utilization certificates, budget monitoring reports and support internal/external audit activities. ❖ Maintain accurate records of assets, advances, liabilities, procurements and other financial transactions. ❖ Develop and generate data-driven reports and analytical summaries.
6	Graphic Designer	Essential Qualification & Experience: ❖ Graduate or Post Graduate in Fine Arts/ Graphic/ Animation/ Media Production or equivalent. ❖ Minimum 3 years working experience in the relevant area. Desirable Skills: ❖ Proficiency in 2D/3D animation and VFX. ❖ Experience in developing teaching-learning material and educational e-content. ❖ Proficiency in Adobe Photoshop, Adobe Illustrator, Adobe InDesign and Adobe After Effects.	❖ Support production workflows by creating and delivering graphics, templates, illustrations, 2D/3D animations and Visual Effects (VFX) tailored for curriculum-based educational TV channels. ❖ Collaborate with subject experts and production team to ensure seamless integration of resources. ❖ Design visual teaching-learning materials, presentations and ICT content. ❖ Produce timely deliverables using softwares including Adobe Creative Cloud, Canva and other design softwares.