

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

INSTRUCTIONS FOR CANDIDATES

(i) Research Intern

(ii) Office Assistant cum DEO

Advertisement No: DERT/MSIP/1/2018/11 dated 22.10.October 2020

Job Title: Advertisement for (1) Research Intern (2) Office Assistant-cum-Data Entry Operator (DEO)

Last Date to Apply: 30th November 2020

Job Detail:

Applications are invited for the positions of (1) Research Intern (2) Office Assistant-cum-DEO **on purely temporary basis for a period of 6 (six) months only for a Project Study of DERT**

Number of posts (1) Research Intern – 1 post

(2) Office Assistant-cum-DEO – 1 post

These positions will provide young scholars the opportunity to work with DERT faculty members in specific areas school education 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 careers in research, teaching, academic administration or even civil services.

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

Post	Qualifications	Experience	Work Description	Remuneration
Research Intern	Master's Degree in any field with 60% marks from a recognized University/ Institute (5% relaxed for ST/SC)	Research experience at PG level and above	Development of tools, data collection, conducting Focus Group Discussions, data analysis, drafting reports, coordination with field personnel	Rs. 25,000/- per month (fixed)
Office Assistant-cum-DEO	Class XII pass with 60% marks from a recognized University/ Institute (5% relaxed for ST/SC)	Work experience required, proficient in MS Word, Excel, PPT, etc.	Typing, data entry/ cleaning, coordination with field personnel and other secretarial work	Rs. 15,000/- per month (fixed)

How to Apply:

Interested candidates may email their detailed resume in the form available in the website <http://megeeducation.gov.in/der/der.html> along with scanned copy of passport size photo and supporting documents to **research.dert@gmail.com** by 30th November, 2020. The subject of the email should be "Application for the position of Office Assistant /Research Intern in the DERT"

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 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.

Sd/-
(Shri. P.B. Lartang)
I/c Director,
Educational Research & Training,
Meghalaya, Shillong