

Instructions for Candidates

Advertisement No. DERT/ICT/3/2021/14

Dt. 3rd March 2022

Job Title: Multimedia Expert and Program Coordinator

Last date to Apply: 19.03.2022

Job details: Applications are invited for the post of **Multimedia Expert and Program Coordinator** on purely temporary basis for a period of one (1) year.

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

Post	No. of posts	Minimum Qualifications	Experience	Job description	Remuneration
Multimedia Expert and Program Coordinator	One	B.Tech/ M. Tech/ MCA/ Mass Media/ Diploma in cinematography/ filmmaking	2 years or more	Video recording, audio recording. Postproduction. Good command over English language both in verbal and written communication. Familiarity with visual aspects of e-learning resources and creating visual communication tools.	₹ 30,000/- p.m.

How to Apply:

Interested candidates may email their detailed resume and fill out application form including scanned copy of passport size photo and supporting documents all in PDF to **dert.edusat@gmail.com** on or before the 19.03.2022. The subject of the email should be in upper case and as follows: **APPLICATION TO THE POST OF MULTIMEDIA EXPERT AND PROGRAM COORDINATOR**

Selection process:

Shortlisted candidates will be informed via email 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 application, fixing the eligibility criteria, equivalence of qualification mode of screening/selection, conduct of interview, will be final and binding on the candidates.
3. No 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 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 email ID provided by the candidates.



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

DIRECTORATE OF EDUCATIONAL RESEARCH & TRAINING
APPLICATION FORM

Dated _____

Sir,

I beg to apply for the post of **Multimedia Expert and Program Coordinator** and furnish the facts as below. In case of any false statement, I am liable to any action the Government may deem fit and proper.

1. Full name in Capital letters(Please do not use any initials)

2. Date of Birth (Please use the format: DD/MM/YYYY)

3. Place of Birth:

Village/Town/ Police Station/ District/ State

4. Father's/Mother's and spouse's name (in case of married individuals)

(Please do not use initials).

5. A. Permanent Address in full B. Present Address in Full

7. Email id: _____ Mobile No. _____

8. Are you citizen of India? If so, how (Copy of citizenship certificates should be enclosed where

necessary):_____

9. Educational and other qualifications: (Please attach of Mark Sheets)

Sl. No.	Name of Institution and Address	Board/ University	Examination Passed	Year	Division	Subject taken

11. Work Experience (if any):

12. Community

A) State your religion: _____

B) Are you a member of Scheduled Caste/Schedule Tribe/Answer 'Yes or No'. If "Yes" give particulars supported by a certificate (Copy to be enclosed) _____

13. Present occupation if any. _____

14. Previous appointment held if any. _____

15. Are you temporary / retrenched personnel of any Department in the Government of Meghalaya? Answer "Yes" or "No" (If 'Yes' give particulars)

16. Are you married or unmarried?

Signature of Applicant