

OFFICE OF THE DIRECTOR OF SCHOOL EDUCATION & LITERACY,
Kennelworth Road,Laitumkhrach
Meghalaya::: Shillong.

ADVERTISEMENT

Applications duly filled in Standard Form along with complete Bio-Data are hereby invited from the candidates who are the citizens of India for filling up the following posts in the office of the undersigned on contractual basis for a period of 1 (one) year(extendable).

Sl no.	Name of the post	Qualification & Experience	Remuneration
1	Project Co-ordinator	<p>Educational <u>Graduation:</u> B.E/B.Tech <u>Post Graduation:</u> MBA/PGDBM/M.Tech Minimum years of experience- 7</p> <p>Qualification can be relaxed in case of exceptionally experienced candidates</p> <p><u>Desired experience</u></p> <ul style="list-style-type: none">• 7 plus years of experience in project management and implementation roles.• Experience in Operations Management• Experience in developing and managing large scale IT/ e-Governance projects• Experience in managing large scale Externally Aided (World Bank/ADB) projects on end-to-end basis.• Experience in Flagship Programmes• Experience in Consulting roles• Experience of working in a Government set up is <u>mandatory</u> <p><u>Desired Skills</u></p> <ul style="list-style-type: none">• Programme and Project Management• Procurement including preparation of EOI, RFP, Bid Evaluation, Contract Management, Procurement and Training.• Preparation of DPRs/Concept Papers/Presentation• Exposure to diverse management techniques• Experience in Project Monitoring & Evaluation• Consultancy• Hands on experience in Statistical Tools like SPSS/SAS• Proficiency in MS-Office/MS-Project <p><u>Others</u></p> <ul style="list-style-type: none">• Requirement included Travelling to all the Districts of the state, if required	Rs 65,000 p.m (fixed)

Reservation policy as per Government Rules and Regulations.

Only those candidates having the qualification and criteria mentioned above may apply for the above-mentioned posts and the last date for submission of completed application along with photocopies of all certificated, mark sheets etc is **12th September 2022**. Applications submitted after the last date mentioned will not be entertained.

Applications are to be submitted to:
Room No.27, 1st Floor,
C/o The Director of School Education & Literacy,
Kennelworth Road,
Laitumkhrach, Shillong – 793001
Meghalaya

Note: Candidates will also need to mail their application to pmudsel@gmail.com with the name of the post as Subject

Sd/-
Director of School Education & Literacy,
Meghalaya, Shillong.
