

**Government of Meghalaya**  
**Directorate of School Education & Literacy (DSEL)**  
**Meghalaya, Shillong 793002**

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**ADVERTISEMENT**

Application duly filled in Standard Form along with complete Bio-Data is hereby invited from the candidates who are the citizens of India as per Article 5-8 of the Constitution of India for filling up the following post in the office of the undersigned on contract basis for a period of 1 (one) year or which may likely be extended from time to time subject to the satisfactory performance and the continuation of the project/Schemes etc. The requirements maybe made through

- (i) Deputation from Central Government/State Government/Public Sector Undertaking and Autonomous Organization under Central/State Government
- (ii) Recruitment of candidates from open market on contractual basis

Name Of Post	Qualifications	Key Responsibilities	Outputs	Remuneration
<b>Project Assistant</b> (1Post)	<b>Essential:</b> BCA, B.Sc. IT. <b>Experience:</b> I. Minimum 5 years similar experience. II. Experience in Coordination Works in Government Projects/Programs III. Experience in Education related field IV. Desirable Experience in External Aided Project/ Central Project. V. Proficiency in Microsoft Office VI. Proficiency in local languages of the state	I. To help rollout of IT Project at various level and hand hold schools, teachers, District Official and State Official. II. To assist/ monitor quality to SI/PMU and escalation issues and trouble shooting III. To Monitor SLA parameters and performance parameters. IV. Any other task assigned by Principal Consultant (PMU).	i. Preparation of Quality Plan & monthly reports ii. Design and implement tools processes for implementation quality & preparation of reports iii. Design and Implement escalation & closure processes for issues	Rs 35000/-p.m Fixed

No. of position: 1 (One)

Place of Posting: To be decided

Reservation policy as per Government Rules and Regulation

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 photo copies of all certificates, mark sheets etc is on or before the **06<sup>th</sup> February 2019**. Application submitted after the above date will not be entertained.

**Applications are to be submitted to:**

Room No.27, 1<sup>st</sup> Floor,  
C/o The Director of School Education & Literacy,  
Kennelworth Road,  
Laitumkhrah, Shillong – 793001  
Meghalaya

Sd/-

Directorate of School Education & Literacy (DSEL)  
Meghalaya, Shillong.