

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF EDUCATIONAL RESEARCH AND TRAINING
LAITUMKHRAH, NONGRIMMAW, SHILLONG – 793011**

Email: dert.scf@gmail.com

Advertisement No: DERT/SCF/2/2022/91

Dated: Shillong, the 4th November, 2024

INSTRUCTIONS FOR CANDIDATES

Job Title: “Office Assistant cum DEO”

Last Date to Apply: 20th November, 2024 (up to 5 P.M)

Job Details:

Applications are invited for **1 (One) “Office Assistant cum DEO”** on purely contractual basis for a period of **6 (Six) months only** at DERT, Shillong.

These positions will provide young professionals the opportunity to work with DERT faculty members in order to facilitate the development of State Curriculum Framework (SCF) for the state of Meghalaya.

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

Minimum Qualifications:

Bachelor’s degree in Computer Application (BCA) from a recognized Institution/University, with 60% marks. (5% relaxation for SC/ST)

Knowledge, Skills and Experience requirements:

- At least 3 years work experience in related fields.
- Knowledge in using Microsoft Office and other relevant DTP computer software/tools.

Remuneration:

₹22,500/- (Rupees Twenty - Two Thousand Five Hundred) per month (fixed).

How to apply:

Candidates having the requisite skills and experience only, need to apply through the following Google Form link provided below by the **20th November, 2024 (up to 5 P.M)**.

Link: <https://forms.gle/V5sHELDD1576S4zR6>

Applications sent through emails etc., will be rejected

Selection Process:

For all posts, preference will be given to candidates with demonstrable skills. Shortlisted candidates will be intimated via the email which they have provided. The shortlisted candidates will need to appear for a personal interview. There will not be any travel allowance for the interview. The selected candidates are expected to join within five days from the date of appointment.

Supporting Documents required while appearing for the Interview:

1. Detailed Resume/CV.
2. Undergraduate Degree Marksheet and Certificate.
3. Any One Photo Proof of Identity (Aadhaar Card/PAN Card/Voter ID/Driver’s License)
4. Birth Certificate.
5. Schedule Caste/Schedule Tribe Certificate (if applicable).

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 shortlisted candidates shall be sent to the e-mail ID provided by the candidate.

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