



सत्यमेव जयते

**GOVERNMENT OF MEGHALAYA**  
**DIRECTORATE OF EMPLOYMENT**  
**&**  
**CRAFTSMEN TRAINING**  
**DEPARTMENT OF LABOUR**

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## **INTRODUCTION**

The Directorate of Employment & Craftsmen Training under the Administrative Control of the Labour Department, Government of Meghalaya renders two types of services to the citizen viz., (a) Imparting Skill Development / Skill Upgradation and (b) Registration and Employment Guidance to Job-Seekers.

## **VISION**

- ✚ To plan for appropriate expansion of Skill Development / Skill Upgradation Programmes covering all sectors of the Economy
- ✚ To Register and provide Employment Guidance to Job-Seekers

## **MISSIONS**

Our Mandate is to:-

- ✚ Provide quality skilled manpower to suit the changing needs of the industry/service sector through total quality participation at all levels.
- ✚ Help school dropouts and citizens from socially & economically weaker sections of society to set up their own Enterprises by providing formal/non-formal short-term vocational training.
- ✚ Train and produce skilled manpower in all sectors of the Economy.
- ✚ Testing and Certification of Skilled Manpower.
- ✚ Serve as a bridge between Job Seekers & Employers, Training Providers & Potential Trainees and Service Providers (Unorganized Sectors) through Online Services.
- ✚ Be an active service instrument for mapping Opportunities with Skills available, collecting and disseminating information for Job-Seekers
- ✚ Collect Employment Market Information data at State Level
- ✚ Contribute to the planned growth of Meghalaya's economy through the above activities.

## **OUR CLIENTS**

- ✚ Citizens seeking admission for training in various Skill Development / Skill Upgradation Programmes especially School dropouts and citizens from socially and economically weaker sections of the Society.
- ✚ Industries/Organizations seeking trained and skilled manpower.
- ✚ Societies/Trusts interested in setting up of Skill Development / Skill Upgradation Institutions.
- ✚ Job Seekers and Employers
- ✚ All members of the community, government officials, non-governmental organizations, employers and academic institutions dealing with Employment and Unemployment in the State.

## **SERVICES RENDERED**

### ❖ **CRAFTSMEN TRAINING SCHEME (CTS)**

#### **Under the National Council of Vocational Training (NCVT)**

CTS is implemented through Ten Government Industrial Training Institutes (GITIs) and One Private Industrial Training Institute (PITI). Admission to the GITIs is based on the merit in qualifying exam followed by the Personnel Interview conducted by the duly constituted Local Committee attached to each ITI. The Entry Qualification is as prescribed by the National Council for Vocational Training (NCVT). After completion of Training, Trainees are required to appear in the All India Trade Test (AITT) and successful Candidates are awarded the National Trade Certificate (NCT) which is a recognized qualification for Employment in Central & State Government Establishments / Undertakings and Industries.

List of Government ITIs and Private ITIs and the Trades offered therein:-

<b>ITI</b>	<b>Trades</b>	<b>No. of Seats 1<sup>st</sup> Shift</b>	<b>No. of Seats 2<sup>nd</sup> Shift</b>
GITI Shillong Rynjah, Shillong	Electrician, Wireman, Radio & TV, Surveyor, Draughtsman (Civil), Mechanic (M.V), Fitter, Plumber, Welder, Steno (Eng), IT&ESM, Preservation of Fruits & Veg., Cane & Bamboo & Carpentry	328	100
GITI Tura Araimile, Tura	Electrician, Radio & TV, Surveyor, Draughtsman (Civil), Draughtsman (Mech), Mechanic (M.V), Fitter, Plumber, Welder, Steno (Eng), IT&ESM, Preservation of Fruits & Veg., Cane & Bamboo, Carpentry & Typing	306	100
GITI Jowai Khlieh Tyrshi, Jowai	Electrician, Mechanic (M.V), Welder & Steno (Eng)	60	80
GITI (W)	Dress Making, Hair & Skin Care & Dress	52	100

Shillong Rynjah, Shillong	Making Advance, Steno(Eng), Draughtsman (Civil)		
GITI Williamnagar	Wireman, Mechanic (M.V) & Steno (Eng)	48	40
GITI Nongpoh	Wireman, Plumber & Welder	44	60
GITI Nongstoin	Wireman & Carpentry	32	40
GITI Baghmara	Wireman	16	20
GITI Sohra	Wireman & Plumber	32	80
GITI Resubelpara	Wireman & Plumber	32	80
PITI Don Bosco Technical School Laitumkhrah, Shillong	Electrician, Mechanic (R & TV), Wireman, Desktop Publishing Operator, Mechanic (MV), Machinist (Composite), Carpentry & Welder	124	-
<b>Total:</b>		1074	700
<b>Grand Total (1<sup>st</sup> + 2<sup>nd</sup> Shift):</b>		1774	

Admission Notice for the above training scheme is published through print / electronic media in the month of June every year. All SC/ST Candidates are awarded Special Stipend as per the rate approved by the Government from time to time.

**❖ SKILL DEVELOPMENT INITIATIVE (SDI) SCHEME based on MODULAR EMPLOYABLE SKILLS (MES)  
Under the National Council of Vocational Training (NCVT)**

Skill Development Initiative (SDI) Scheme was launched by the Government of India in the year 2007. Skill Development Initiative on Modular Employable Skill (MES) has been developed in close consultancy with Industry, State Governments & Experts in pursuance of excellence in vocational training. MES is 'Minimum Skill Set' which is sufficient to get an employment in the world of work. MES allows skills Upgradation / formation, multi entry and exist, vertical and horizontal mobility and lifelong learning opportunities in a flexible manner and allows recognition of prior learning. The skill is to be assessed by the Assessing Body mainly from the Industry organizations. NCVT issues certificate of skills acquired through informal means/competence assessed.

The training under SDI scheme is provided at various Vocational Training Providers (VTPs) registered under Central Government, State Governments, Public and Private Sector and Industrial establishments/Institutes etc. VTPs provide counselling & vocational guidance, training facilities as per norms, impart quality training, post training support to trainees in getting employment. VTPs optimally utilise the training infrastructure available. VTPs also maintain data base on trainees trained and the outcome of the training, develop training infrastructure in the emerging areas. It also tracks the trainees for three years or till they get gainfully employed. VTPs are required to have close networking with the industry for immediate placement of the trainees.

SDI Scheme is an Institutional Training through the registered Vocational Training Providers (VTPs). There are 1499 MES Courses approved by National Council for Vocational Training as on October, 2012. The Educational qualification varies from Class V pass to Class XII pass depending upon the MES Courses. . The Duration of Training varies from 50 hours to 600 hours. The training fee ranges from `500/- to `2000 depending on the duration of the Course. The skill is to be assessed by the Assessing Body mainly from the Industry Organization. Certification is done jointly by the National Council for Vocational Training and Industry (Assessing Body). The training & assessment Fees are 100% reimbursed to successful trainees by the Directorate General of Employment & Training, Ministry of Labour & Employment, Government of India. MES benefits different target groups like:

- 🚧 Early School drop-outs and un-employed.
- 🚧 Workers seeking skill upgradation.
- 🚧 Workers seeking certification of their skills acquired informally.

SDI Scheme in the State is implemented through the following Registered Vocational Training Providers (VTPs):-

SDI Scheme in the State is implemented through the following **Registered Vocational Training Providers (VTPs):-**

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|--|--|
| 1. Bakdil, Tura                              | 12. Nongkrem Youth Development Association, Vocational Training Centre in Tribal Areas |
| 2. Beaconville Computer Solutions , Shillong | 13. Polaris Solutions Enterprise, Shillong   |
| 3. Don Bosco Technical School, Shillong      | 14. Rynjah Institute Of Information Technology, Shillong                               |
| 4. iDAA Foundation, Shillong                 | 15. St. Michael Institute of Vocational Education, Umsning                             |
| 5. Industrial Training Institute, Baghmara   | 16. State Resource Centre, Shillong  |
| 6. Industrial Training Institute, Nongpoh    | 17. Thomas Jones Synod College` , Jowai  |
| 7. Industrial Training Institute Jowai       | 18. Tura Polytechnic   |
| 8. Institute of Computer Education, Shillong | 19. Wellsprings Social Service Society, Mairang  |
| 9. ITI Woman, Shillong                       |  |
| 10. ITI Tura, West Garo Hills                |  |
| 11. ITI Shillong, East Khasi Hills           |  |

**List of MES Courses offered by the Vocational Training Providers of the State:-**

- |                                    |  |
|------------------------------------|--|
| 1. 2D Pre-Production Animator      | 4. Advance Weaving (Cotton / Polyvastra) |
| 2. 3D Animation Production         | 5. Advance Weaving (Woolen)              |
| 3. 3D Visualisation in Achitecture |  |

6. Advanced Architectural Drafting & 3D Design with Auto desk Revit
7. Advanced Web Publishing
8. Architectural & Civil 2D-Drafting with AutoCAD
9. Assistant Plumber
10. Auto Body Painting
11. Automotive Repair
12. Baker & Confectioner
13. Bamboo Handicraft & Furniture Making
14. Basic Automotive Servicing (4 Wheelers)
15. Basic Electrical Training
16. Basic electricity and Industrial Wiring
17. Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS)
18. Basic Food Preservation
19. Basic of Beauty and Hair Dressing
20. Basic Sheet Metal Work
21. Basic Welding (ARC)
22. Basic Welding (Gas)
23. Basic Wood Work
24. BPO NON-VOICE BUSINESS TRAINING
25. BPO Voice Business Training.
26. Cable & Industrial Equipments (Inverter, Lead acid Battery & Operation of DG Set)
27. Computer Fundamentals, MS-Office & Internet
28. Computer Hardware
29. Computer Networking
30. Desk Top Publishing
31. Digital Camera Photography
32. Domestic BPO
33. Driver cum Peon
34. E-commerce-start and online business
35. Fabrication Welding
36. Fruits & Vegetables Processor
37. Fundamentals of JAVA Programming Language - SL110
38. Garment Cutter
39. Gas Cutting
40. Hair Style
41. Hand Embroider
42. Hospitality Assistant
43. House Wiring
44. Household Assistant (General)
45. Household Assistant (Kitchen & Service)
46. Houseman (Basic)
47. Installation & Maintenance of DTH systems
48. INTERNET KIOSK OPERATORS
49. JAVA Programming Language - SL275 (Advance)
50. Landscaping & Floriculture
51. Leather & Rexene Goods Maker
52. LINUX Operating System
53. Machine Embroidery Operator
54. Maintenance of Batteries
55. Minor Repair of Auto Body
56. Personal Security Guard
57. Plain Weaving on Frame Loom
58. Plain Weaving on Frame Loom with 2 Pedal & Multi Treadle / Semiautomatic Loom (Cotton and Polyvastra )(including preparatory Weaving)
59. Plumber
60. Print Publishing
61. Reception Assistant & Information Assistant
62. Repair & Maintenance of Cellular Phone
63. Repair & Maintenance of T.V. Receiver
64. Repair & Overhauling of Engine Systems

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|---|--|
| 65. Repair & Overhauling of Two Wheelers (Scooters)   | 77. Soft Skills for Supervisors/Associates |
| 66. Repair Maintenance of PA & Audio Systems          | 78. Software Testing                       |
| 67. Repair Maintenance of TV Receiver                 | 79. Spoken English                         |
| 68. Repair of Electrical Power Tools                  | 80. Spoken English and Communication Skill |
| 69. Repair of Home Appliance                          | 81. Tailor (Basic Sewing Operator)         |
| 70. Rewinding of AC/DC Motors                         | 82. Tailor Suits                           |
| 71. Room Attendant                                    | 83. Tally                                  |
| 72. Screen Printing                                   | 84. Tour Guide for Domestic Tourist        |
| 73. Security Guard (General)                          | 85. Tour Office Assistant                  |
| 74. Soft Skills for base line staff in Service Sector | 86. Videography                            |
| 75. Soft Skills for Front Line Assistant              | 87. Web Designing                          |
| 76. Soft Skills for Supervisors                       | 88. Web Publishing                         |
|   | 89. Wheel Alignment & Balancing            |
|   | 90. Wooden Furniture                       |

New Vocational Training Providers (VTPs) are in the process of being registered for the FY 2013-14.

#### ❖ **APPRENTICESHIP TRAINING SCHEME (ATS)**

##### **Under the National Council of Vocational Training (NCVT)**

Apprentices Act, 1961 was enacted with the following objectives;

- ✚ To regulate the programme of training of apprentices in the industry to conform to the syllabi, period of training etc. as laid down by the Central Apprenticeship Council ; and
- ✚ To utilize the facilities available in industry for imparting practical training with a view to meeting the requirements of skilled manpower for industry.
- ✚ All India Trade Test (AITT) for trade apprentices are conducted by National Council for Vocational Training (NCVT).
- ✚ National Apprenticeship Certificate (NAC) is awarded to those who pass the AITT.
- ✚ NAC is recognized for employment under Government/Semi-Government Departments/ Organisation.

There are 4 Establishments under the purview of the Apprenticeship Training Scheme with a total Number of 39 (Thirty Nine) Seats. The Directorate collects the Manpower Data and locates seats from New Establishments in the State from time to time under Sub Section (3) of Section 8 of the Apprentice Act, 1961. Fresh Candidates and Ex-ITI'ian are eligible for engagement against the designated seats located. Stipend is paid to all Registered Trainees by the Establishment on the rates as fixed by the

Government of India. During the Financial Year 2012-13, the Manpower Data has been collected from 23 New Establishments in the State.

❖ **SHORT-TERM JOB ORIENTED COURSES**

**Under the State Council for Training in Vocational Trades (SCTVT)**

The Directorate of Employment & Craftsmen Training, Labour Department, Government of Meghalaya is undertaking Skill Development under the Train & Place Modules Initiative by imparting Short-term Job Oriented Training Programmes in various Sectors through selected Institutes which directly leads to Self Employment or Job Placement within and outside the State for the Unemployed Youth of Meghalaya in various Sectors of the Economy. The Directorate sponsors citizens in different short term courses such as Certificate Course in Housekeeping / Front Office / Food Beverage Service including Soft Skills and Career Counselling, BPO Skill Enhancing Programme, Wood Work, Entrepreneurship Program in Dress Making (EPDM), Certificate Course in Traditional Handloom & Weaving, PC Hardware & Networking, 3D Visualisation in Architecture, 3D Animation Production, Fundamentals of Java Programming Language, Java SE 6 Ed 1, Java Programming Language, Java SE 6 Ed 1, Oracle Database-Introduction to 10g SQL, Oracle 10g Database Administration Workshop, Mason, Shuttering Carpenter, Bar Bender, Painter, General Works Supervisor, Electrician, Plumber, Land Surveyor, Safety Inspector, Store Keeper, Site Accountant, Lab. Technician, Automobile Repairs, Mobile Telephone Repairs and Life Skills.

The Directorate sponsors the Training Cost and Course Fees for permanent citizens of the State within the age group of 18 to 35 years and the minimum entry qualification is Class V.

**TOTAL NO. OF PERSONS TRAINED DURING FINANCIAL YEAR 2012-13**

<b>Scheme</b>	<b>Trained upto 31.12.2012</b>	<b>Training in Progress</b>
CRAFTSMEN TRAINING SCHEME	<b>1890</b>	-
SKILL DEVELOPMENT INITIATIVE SCHEME	<b>106</b>	98
DONER / MOIA / NEC, etc Sponsored Courses	<b>30</b>	-
SHORT TERM JOB ORIENTED COURSES	<b>1850</b>	250
<b>TOTAL</b>	<b>3876</b>	<b>348</b>

❖ **REGISTRATION & EMPLOYMENT GUIDANCE TO JOB SEEKERS**

**Under the Compulsory Notification of Vacancies Act, 1959 and the Compulsory Notification of Vacancies Rules, 1960**

The Employment Exchanges provide comprehensive support to the citizens in getting suitable employment. Registration & Employment Guidance to citizens is



rendered through the following Employment Exchanges, Coaching-cum-Guidance Centre for SC/ST and Employment Information and Assistant Bureaus in the State:-

- ✚ Divisional Employment Exchange, Shillong.
- ✚ District Employment Exchange, Jowai.
- ✚ District Employment Exchange, Nongpoh.
- ✚ District Employment Exchange, Nongstoin.
- ✚ District Employment Exchange, Tura.
- ✚ District Employment Exchange, Williamnagar.
- ✚ District Employment Exchange, Baghmara.
- ✚ Sub-Divisional Employment Exchange, Sohra.
- ✚ District Employment Exchange, Khliehriat.
- ✚ Sub-Divisional Employment Exchange, Mairang.
- ✚ District Employment Exchange, Ampati.
- ✚ District Employment Exchange, Mawkyrwat.
- ✚ District Employment Exchange, Resubelpara.
- ✚ Coaching-cum-Guidance Centre for SC/ST, Shillong.
- ✚ Employment Information and Assistant Bureaus (EI&AB) in C&RD Blocks at Umsning, Mawshunrut, Ranikor, Mawsynram, Pynursla, Amlarem, Laskein, Rongjeng, Baghmara, Dadengiri and Dalu.

**TOTAL NO. OF UNEMPLOYED IN THE LIVE REGISTER AS ON 31.12.2012.**

SL. NO.	NAME OF EMPLOYMENT EXCHANGE	TOTAL NO. OF UNEMPLOYED IN THE LIVE REGISTER AS ON 31.12.2012		
		MALE	FEMALE	TOTAL
1	Divisional Employment Exchange, Shillong	6158	6299	12457
2	Sub- Divisional Employment Exchange, Sohra	464	406	870
3	District Employment Exchange, Nongstoin	1213	869	2082
4	Sub- Divisional Employment Exchange, Mairang	361	347	708
5	District Employment Exchange, Jowai	4419	1986	6405
6	District Employment Exchange, Khliehriat	724	1159	1883
7	District Employment Exchange, Nongpoh	1665	407	2072

8	District Employment Exchange, Baghmara	103	43	146
9	District Employment Exchange, Williamnagar	1447	1060	2507
10	District Employment Exchange, Resubelpara	2648	1326	3974
11	District Employment Exchange, Tura	604	326	930
12	District Employment Exchange, Ampati	537	70	607
	<b>Total</b>	<b>20343</b>	<b>14298</b>	<b>34641</b>

### ❖ COACHING & GUIDANCE TO JOB ASPIRANTS

Special Coaching & Guidance Centres in Shillong and Tura have been set up to provide specific Coaching and Guidance to Job aspirants. The Coaching-cum-Guidance Centre for Scheduled Castes/Scheduled Tribes carries out the functions of providing free Coaching facilities to Scheduled Castes/Scheduled Tribes aspirants for building up of their confidence while appearing in various Group III Competitive Examinations conducted by different Central Recruiting Agencies like the Staff Selection Commission, Banking Recruitment Board etc. Free Coaching and Practice Sessions for Stenographers and Typists are given at the Shillong Centre on a regular basis.

### **CENTRALLY SPONSORED SCHEMES**

The Govt., of India supports in the Upgradation of the Govt., ITIs through the following Schemes:-

#### **1. Upgradation of 400 Govt. I.T.Is under Vocational Training Improvement Project (VTIP) with World Bank Assistance - The Funding pattern is 90% Central Share and 10 % State Share**

The Scheme is for General Upgradation of the existing Trades of Govt., ITI Tura.

#### **2. Enhancing Skill Development Infrastructure in N.E. States & Sikkim 100% Central Share**

The Scheme is funded 100% by the Central Government and the Fund will be disbursed only to the Society formed in the State. The scheme consists of two components viz., Upgradation and Deficiency Infrastructure. Under this scheme 8 (eight) existing Govt., ITIs will be covered.

Accordingly, Detailed Project Report has been sought for Grant-in-Aids under the Scheme for the following Govt., ITIs:-

1. Govt. ITI (Women) Shillong
2. Govt. ITI, Baghmara
3. Govt. ITI, Jowai

4. Govt. ITI, Williamnagar
5. Govt. ITI, Sohra
6. Govt. ITI, Resubelpara
7. Govt. ITI, Nongstoin
8. Govt. ITI, Nongpoh

### **3. Upgradation of 1396 Govt., ITIs through PPP Mode**

The Scheme is for General Upgradation of the existing Trades of Govt., ITI Shillong with the MeECL as the Industry Partner

### **4. Starting 2nd Shift in all existing Govt's ITI (10 ITIs) under the Scheme Vocational Training in Tribal Areas under the Ministry of Tribal Affairs, Govt., of India.**

The Scheme is for starting the second shift and selection of trainees in all the 10 Govt., ITIs in the State for the session which commenced on August 2012. The Scheme will be implemented for the benefit of the Scheduled Tribes for which 100% Financial Support is sought for the following components:-

- a. Payment of Stipend
- b. Procurement of Tools and Raw Materials
- c. Honorarium to Faculty
- d. Cost of Boarding / Lodging for the Trainees

### **INFORMATION DELIVERY SYSTEM**

#### **Under the Right to Information (RTI) Act, 2005**

The Right to Information Act 2005 (RTI) is an Act of the Parliament of India "to provide for setting out the practical regime of right to information for citizens". Under the provisions of the Act, any citizen may request information from a "public authority" (a body of Government or "instrumentality of State") which is required to reply expeditiously or within thirty days. The Act also requires every public authority to computerize their records for wide dissemination and to pro-actively publish certain categories of information so that the citizens need minimum recourse to request for information formally. In other words, the RTI mandates timely response to citizen requests for government information. This is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

List of Officers designated as Appellate Authority / PIOs/ APIOs under the RTI Act, 2005 and their telephone numbers is listed below:

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Name of Office</b>	<b>Designated Authority</b>	<b>Phone No.</b>
1.	Shri. B.Hajong, MCS., Director	Directorate of Employment & Craftsmen Training Meghalaya, Shillong	Appellate Authority	0364-2223592
2.	Shri Garod L.S.N. Dykes, Joint Director	Directorate of Employment & Craftsmen Training Meghalaya, Shillong	PIO (Training)	94361-01209 0364-2501528
3.	Smti A. Sawian, Assistant Director of Employment	Directorate of Employment & Craftsmen Training Meghalaya, Shillong	PIO (Employment )	0364-2501525 80148-40117
4.	Shri S.J. Shabong, Principal	Industrial Training Institute Tura	PIO	94361-17992 80143-10058
5.	Smti. J. Lyngwa, Assistant Director of Employment	Divisional Employment Exchange Shillong	PIO	98631-42031
6.	Smti. M. Kharphanbuh, Employment Officer	Coaching-cum-Guidance Centre for SC/ST Shillong	PIO	94021-34218
7.	Shri Hunlang R. Massar, Vice-Principal	Industrial Training Institute (Women) Shillong	PIO	94367-49175 94021-96244
8.	Smti. B. Syiemlieh, Assistant Employment Officer	District Employment Exchange Nongstoin	PIO	94021-98015
9.	Shri Donnie Kharshiing, Vice Principal	Industrial Training Institute Nongstoin	PIO	85756-88341 98560-40297
10.	Shri B. Pariat, Employment Officer	District Employment Exchange Jowai	PIO	96150-42153 87943-50818
11.	Shri P. Khongbuh, Vice Principal	Industrial Training Institute Jowai	PIO	94363-32935
12.	Shri P. Majaw, Employment Officer	District Employment Exchange Nongpoh	PIO	94361-01492
13.	Shri P.Majaw, i/c Vice Principal	Industrial Training Institute Nongpoh	PIO	94361-01492
14.	Smti D.R. Marak, Employment Officer	District Employment Exchange Williamnagar	PIO	94361-12784
15.	Shri K.R. Marak, Vice Principal	Industrial Training Institute Williamnagar	PIO	96159-94351
16.	Shri T.N.K. Marak, Assistant Employment Officer	District Employment Exchange Baghmara	PIO	94361-77754
17.	Shri C.S. Sangma, Vice-Principal	Industrial Training Institute Baghmara.	PIO	80141-84536
18.	Smt. V.M.P. Marak, Employment Officer	District Employment Exchange Tura	PIO	98560-59471
19.	Shri N.W. Momin, Principal	Industrial Training Institute Shillong	PIO	98625-65500
20.	Smt. D.A. Shylla, Assistant Employment Officer	Sub-Divisional Employment Exchange Sohra	APIO	98627-86632
21.	Smt. B. Lyngdoh Mawnai, Assistant Employment Officer	Sub-Divisional Employment Exchange Mairang	APIO	98565-88308

22.	Smt. J. M.Nongkynrih, Assistant Employment Officer	District Employment Exchange Khliehriat	APIO	94021-97750
23.	Shri J.RMarak, Assistant Employment Officer	District Employment Exchange Resubelpara	APIO	80145-82494
24.	Smt. I.A. Sangma, Assistant Employment Officer	District Employment Exchange Ampati	PIO	80142-42412

### **CITIZENS INTERACTION:-**

Responsible Officers at the Directorate level have been designated as Nodal / Branch Officers:-

S.No	Particulars	Name & designation	Contact Details
1.	Public Grievance Redressal Officer	Shri Garod L.S.N. Dykes, Joint Director	0364-2501528 94361 01209
2.	Nodal Officer (Plan Scheme)	Employment & Craftsmen Training	Email: jdept-megh@nic.in
3.	Nodal Officer (Project)		
4.	Nodal Officer (e-Gov)		
5.	Nodal Officer (Court Cases)		
6.	Branch Officer Information for the data base of State Government Employees	Shri. A. Nath Deputy Director of Training Employment & Craftsmen Training	0364-2501501 94361-10880
7.	Branch Officer Status Report on the Committees constituted and chaired by the Chief Secretary concerning the Directorate	Smt. A. Sawian Assistant Director	0364-2501525 80148-40117
8.	Branch Officer Pension Adalat	Shri. P. Thangkhiew Employment Officer	0364-2501501 98620-53698
9.	Branch Officer File Tracking System	Shri.	0364-2500512
10.	Branch Officer Dissemination of Information through Mass Information Collaboration System	Shri. A. R. Jyrwa Assistant Employment Officer	0364-2501501 94361-01062

Similarly at the District levels suitable measures have been taken to address citizens Grievances through the 'Suggestion Box' which is kept in all the Field Offices for inviting suggestions from citizens.

Necessary action is being taken to place all relevant information / material pertaining to Skill Development Programmes, employment opportunities, registration of job-seekers on official website '[dectmeg.nic.in](http://dectmeg.nic.in)' of the Department for the benefit of citizen who can get the required information through Internet.

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