

**GOVERNMENT OF MEGHALAYA**  
**DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING**  
**DEPARTMENT OF LABOUR, EMPLOYMENT AND SKILL DEVELOPMENT**  
**MEGHALAYA :: SHILLONG**

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No. DET-423/2023/4201

Dated Shillong the, 29<sup>th</sup> October, 2024

**ADVERTISEMENT**

The Office of the Directorate of Employment and Craftsmen Training (DECT) invites application from eligible candidates from Meghalaya for recruitment of Training Officers on Contractual basis for a period of 1(One) year (extendable), subject to such terms and conditions as will be laid down in the contract agreement under "Supporting Human Capital Development in Meghalaya" Project.

Sl. No.	Post	Qualification
1	Training Officer for Soil Testing and Crop Technician ITI Baghmara - 1 post	B.Voc/ BSc. (Ag)/ B. Tech. (Ag) from AICTE/UGC recognised university with one-year experience in relevant field. <b>OR</b> Diploma (Minimum 2 years) (Ag) from recognised board of education or relevant Advanced Diploma (Vocational) with two years' experience in relevant field. <b>OR</b> NTC/NAC passed in the trade of "Soil Testing and Crop Technician" with Three-year experience in relevant field.
2	Training Officer for Electronics Mechanic ITI Tura - 1 Post	B.Voc/Degree in Electronics / Electronics and Telecommunication/ Electronics and communication Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. <b>OR</b> 03 years Diploma in Electronics / Electronics and telecommunication/ Electronics and communication from AICTE /recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field <b>OR</b> NTC/NAC passed in the Trade of "Electronics Mechanic" With three years' experience in the relevant field.
3	Training Officer for Operator Advanced Machine Tool ITI Tura - 1 Post	B.Voc/Degree in Mechanical/ Production Engineering from AICTE/UGC recognized Engineering College/ university with oneyear experience in the relevant field. <b>OR</b> 03 years Diploma in Mechanical/Production Engineering from AICTE recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. <b>OR</b> NTC/NAC passed in the Trade of "Operator Advanced Machine Tool" With three years' experience in the relevant field.
4	Training Officer for Mason (Building Constructor) ITI Williamnagar - 1 Post	B.Voc/Degree in civil engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. <b>OR</b> 03 years Diploma in civil engineering from AICTE/ recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. <b>OR</b> NTC/NAC passed in the trade of Mason (Building Constructor) with three years' experience in the relevant field.

5	Training Officer for Weaving Technician for Silk & Woolen Fabrics ITI Women Shillong – 1 Post	B.Voc/ Degree in Textile/ Weaving from UGC recognized university with one year experience in the relevant field. OR Diploma (Minimum 2 years) in textile/ weaving from a recognized board of education or relevant Advanced Diploma (Vocational) from DGT with two-year experience in the relevant field. OR NTC/ NAC passed in the “Weaving Technician for Silk & Woolen Fabrics” trade with three-year experience in the relevant field.
6	Training Officer for Computer Operator and Programming Assistant for ITI Women Shillong – 1 Post	B.Voc/Degree in Computer Science/ IT from AITCE/UGC Recognized University with one year experience in the relevant field. OR Post Graduate in Computer Science /Computer Application / IT from UGC Recognized University or NIELIT B Level with one year experience in the relevant field. OR Bachelor in Computer Science / Computer Application / IT OR PGDCA from UGC recognized University or NIELIT A Level with two year experience in the relevant field. OR 03 years Diploma in Computer Science / IT from recognized Board/ Institute or relevant Advanced Diploma (Vocational) (ADIT) from DGT with two year experience in the relevant field. OR NTC/NAC in COPA or any trade in IT-ITeS sector trade with three year experience in the relevant field.
7	Training Officer for Catering and Hospitality Assistant ITI Women Shillong – 1 Post	B.Voc/Degree in Hotel Management & Catering Technology from UGC recognized university with one year experience in the relevant field. OR Diploma (Minimum 2 years) in Hotel Management & Catering Technology from recognized board of education or relevant Advanced Diploma (Vocational) from DGT with two years’ experience in the relevant field. OR NTC/NAC passed in the trade of “Catering & Hospitality Assistant” with three years’ experience in the relevant field.
8	Training Officer for Digital Photographer ITI Shillong – 1 Post	Diploma (Minimum 2 Years) in Photography/ Cinematography/ Videography from recognized board or relevant Advanced Diploma (Vocational) from DGT with two years’ experience in the relevant field. OR NAC/NTC passed in the trade of Digital Photographer/Photographer with three years’ experience in the relevant field.

**Age Limit:** 18 – 32 years (Relaxation for SC / ST as per Govt. Rules)

**Pay:** As per Project Guidelines.

Eligible and Interested Candidates can submit their Application on or before **5:00 P.M** of the **20<sup>th</sup> November 2024** by mandatorily filling the Google form as per the link mentioned below:

Training Officer - <https://forms.gle/VRCZV8298DQMULj39>

#### **Important Instructions**

- Candidates should only use a Gmail account for registration in the google form.

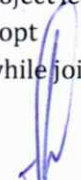


- Candidates should apply once using the google form and upload the supporting scanned documents in a single PDF file (the PDF should be renamed by 'Post Applied for', 'First and Last Name' of the Applicant and its total size should be less than 1 MB).
- When uploading select a pdf file from your local device/drive.
- All applications will be subjected to a screening process.
- Shortlisted Candidates will have to undergo a personal Interview. No TA/DA will be paid to the applicants for attending the interview.
- All relevant Certificates Testimonials etc. (IN ORIGINAL) to be produced at the time of interview if shortlisted.

**Terms of Reference:**

To support DoLESD/DECT and ITI in planning, conduction and successful completion of the course, the Training Officer will undertake the following specific tasks:

1. Conducting classes in Theory and Practical according to the prescribed syllabus and graded exercises.
2. Maintenance and up keeping of various records, documents and MIS data including attendance, progress card, raw-material, tool and equipment, manufacturing and other records in accordance with the requirements.
3. Liaison between State Directorates, Industries and Apprenticeship Advisors (State and Central both) for manpower requirements and placements of pass-out trainees
4. Chalking out the work plan
5. Maintenance of machines and equipment available/installed in the Trade Lab/Workshop before beginning the Practical Class.
6. Preparation of Lesson/Demonstration Plan / Daily dairies of the trainees.
7. He/She will prepare lesson plan for each lecture and use the current technique for teaching.
8. Planning and organizing educational tours for Trainees.
9. Maintaining Progress Card of each Trainee(s).
10. Design and development of Instructional material for the Trade
11. Imparting quality Training
12. Prepare complete training manual in English.
13. Design and develop the skills or competencies to be developed are set out by the trade's apprenticeship training standard and are recognized by the industry as being essential to the practice of the trade.
14. Assist Principals/Vice Principals with other admin and office work
15. Report to PIU3 in specified templates about progress of work and other activities as and when required by PIU3 or other governing bodies
16. Assist PIU3 in other related works such as reporting, editing, creation of pamphlets etc. by tapping into the specific skillsets as applicable
17. Have regular debrief sessions with principals, PIU3 and other project leads (as applicable) which can include new learning's and new methodologies to adopt
18. Adhere to the terms of Contract as initially signed and agreed while joining

  
 Director,  
 Employment & Craftsmen Training,  
 Meghalaya, Shillong.

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