

GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING  
DEPARTMENT OF LABOUR  
1<sup>ST</sup> FLOOR, KEATING ROAD, GROVE SITE, SHILLONG.

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No. DET-83/2017/6085-88

Dated Shillong the, 28<sup>th</sup> November, 2018

**“ADVERTISEMENT”**

The Office of the Directorate of Employment and Craftsmen Training (DECT) invites application from eligible candidates who are Indian Citizens for recruitment to the following posts on Contract basis for a period of 1(One) year (extendable), subject to such terms and conditions as will be laid down in the contract agreement.

Name of Post	Description	No. of Posts	Monthly Consolidated Pay (Fixed)	Required Qualification and Experience
1. Accounting Specialist	Handling the complete accounts of the Department including that of the Externally Aided Projects of multilateral institutions such as ADB, etc. Knowledge of statutory obligations and fair understanding of the CAG Audit procedures essential	1 (One)	35,000/-	MBA (Finance)/M.Com/CA with a minimum of 3(Three) years of experience in Financial Management of development projects. Hands-on-experience of Tally and Knowledge of other Accounting Packages, Accounting Standards and practices essential. Knowledge of Tax System will be essential.
2. Individual Consultant	Tracking and implementing institutional reforms in ITIs, Checking and verification of commissioning & installation of equipment in ITIs. Monitoring status and progress on Action Plan Implementation by ITIs. Provide overall administrative support to PIU3.	1 (One)	30,000/-	Post Graduate in any field with a minimum of 3 (Three) years of experience working in (i) a Govt setup similar processes ii) monitoring/ implementation of State/ Government Projects/ Programs at field level iii) knowledge of Microsoft office iv) Proficiency in local languages of the State

**General Information**

1. Interested candidates may send their application in the Standard Form along with Curriculum Vitae and self-attested copies of all testimonials.
2. Applications complete in all respect should reach the Directorate of Employment and Craftsmen Training, Keating Road, Grove Site, Shillong -1 , **OR** through email at [recruitment.dect@gmail.com](mailto:recruitment.dect@gmail.com) on or before 19<sup>th</sup> December, 2018. Incomplete applications shall be summarily rejected with no further communications to the applicants.
3. Only Shortlisted applicants will be called for the Written Test / Interview. All Certificates/Testimonials etc. (IN ORIGINAL) should be produced at the time of Personal Interview.
4. No TA/DA will be paid to the applicants for attending the interview.

Sd/-  
Director,  
Employment & Craftsmen Training,  
Meghalaya, Shillong.

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