No. DET-423/2023/Vol-II/ 8585   **Dated Shillong the, 11ᵗʰ February, 2026**

ADVERTISEMENT

The Office of the Directorate of Employment and Craftsmen Training (DECT) invite application from eligible candidates from Meghalaya for recruitment of the below mention posts 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 Phase II" Project.

Sl. No.	Post	Qualification
1	IT & MIS Technical Specialist Head Office 1 post	**Qualification:** • Bachelor's degree in Computer Science / IT / Information Systems/MCA • Minimum 3–5 years of experience in MIS/ERP/e-Governance, IT systems integration, or software project management • Working knowledge of: System testing and UAT, API integration, Cloud-based hosting environments (AWS/Azure/State Data Centre), Basic cybersecurity practices • Experience coordinating with multiple stakeholders, such as vendors, IT departments, NIC, government agencies, or private IT teams • Strong communication, documentation, and problem-solving skills • DBMS & Data Migration • Backup & Recovery • Web and Mobile Application Development Experience • Software Installation & Upgrades • Application and system Debugging & Enhancement **Age Limit:** 25 – 40 years **Pay:** ₹ 46,800/-. **Terms of Reference:** check "What's New" section of the https://dectmeg.nic.in/

ONLY Eligible and Interested Candidates can submit their application on or before **5:00 P.M** of the **25ᵗʰ February, 2026** by mandatorily filling the Google form as per the link mentioned below:

LINK for APPLICATION - https://forms.gle/3suf5PVwnGrm8ipG7

IMPORTANT INSTRUCTIONS:

Email Requirement: Use a **Gmail account** exclusively for the registration form.

Submission Format:
- Submit only **one application.**
- Combine all supporting documents into a **single PDF file.**
- **Naming Convention:** Rename your file as _"Post Applied For - First and Last Name"._
- **File Size:** Ensure the total size is under **1 MB.**

Selection Process: All submissions will undergo a screening phase; **incomplete applications will be automatically rejected.**
- Shortlisted candidates will be called for a personal interview.

Interview Details: You must bring all **original certificates and testimonials** for verification. Please note that **no travel (TA) or daily allowance (DA)** will be provided for attending the interview.

Director,
Employment & Craftsmen Training,
Meghalaya, Shillong.
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Memo No. DET-423/2023/Vol-II/8535 A   **Dated Shillong the, 11th February, 2026**

Copy to:

1. PS to the Principal Secretary to the Government of Meghalaya, Department of Labour, Employment and Skill Development and Team Leader PIU3 Shillong for kind information of the Principal Secretary.
2. The Director of Information & Public Relation, Meghalaya Shillong, with a request to publish the above Advertisement in two issue **(13th & 14th February 2026)** in the leading Dailies in English preferably Shillong Times, Khasi/Jaintia preferably Nongsain Hima & Mawphor, & Garo preferably Salantini Janera respectively for wide publicity.
3. The Senior Information Officer, National Informatics Centre, Shillong with a request to kindly upload the above Advertisement in the "What's New" section in the Directorate of Employment and Craftsmen Training Website, for information and wide publicity.
4. The Office's Notice Board for Publicity.
5. The Assistant Director of Employment, Divisional Employment Exchange, Shillong for information.
6. The Employment Officer, District Employment Exchange, Tura/Jowai/ Nongpoh for information.
7. The Assistant Employment Officer, District Employment Exchange, Williamnagar/Nongstoin/Baghmara/Mawkyrwat/Ampati/Resubelpara/Khliehriat for information.
8. The Assistant Employment Officer, Sub-Divisional Employment Exchange Sohra/Mairang for information.

Director,
Employment & Craftsmen Training,
Meghalaya, Shillong.
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PIU-3 / Directorate of Employment & Craftsmen Training (DECT)
Department of Labour, Employment & Skill Development, Government of Meghalaya

1. Background:

The Directorate of Employment & Craftsmen Training (DECT), through PIU-3 under the ADB-supported SHCDM-II Project, is implementing the Management Information System (MIS) for Industrial Training Institutes (ITIs) across Meghalaya. The MIS contract was signed in October 2025 and is now at a crucial stage of development and deployment. As the Government of Meghalaya is concurrently rolling out the unified digital governance platform Meghalaya One, it is essential that the Directorate positions itself to leverage the MIS effectively and ensure its future alignment and eventual integration with this State-wide digital ecosystem.

Given the absence of in-house IT expertise and the technical complexity of the MIS, a dedicated IT & MIS Technical Specialist is required to provide end-to-end technical oversight, coordinate with the MIS agency, support digitisation across the Directorate, and ensure sustainable MIS operations beyond the project lifecycle.

2. Objective of the Assignment

To provide technical leadership, oversight, and support for the design, development, deployment, testing, monitoring, and sustainability of the MIS and all digital initiatives under PIU-3 and DECT. The specialist will serve as the technical counterpart to the MIS vendor, support internal capacity-building, and ensure that digital systems function efficiently, securely, and sustainably.

3. Scope of Work / Key Responsibilities

The IT & MIS Technical Specialist will perform the following tasks:

3.1. MIS Implementation & Technical Oversight
- Review and verify technical deliverables submitted by the MIS vendor (modules, APIs, hosting configuration, documentation, etc.).
- Conduct quality assurance, system testing, and acceptance procedures for all modules.
- Ensure adherence to contract requirements, technical standards, and data security norms.
- Track and monitor the MIS implementation schedule and coordinate corrective actions as needed.

3.2. Coordination & Stakeholder Management
- Serve as the primary technical liaison between PIU-3, the MIS vendor, DECT, PMU, NIC, IT Department, and ITIs.
- Facilitate meetings, collect feedback, document issues, and support resolution of technical challenges.
- Ensure timely approvals, clarifications, and technical inputs required for smooth implementation.

3.3. Digitisation of Directorate & ITI Operations
- Map existing manual workflows and recommend digital process improvements.
- Support digitisation of administrative, academic, placement, asset management, and reporting functions.
- Prepare SOPs, process guidelines, user manuals, and system documentation.
- Support integration with State/National digital systems where relevant.

3.4. Capacity Building & User Support
- Train Directorate and ITI staff in effective use of the MIS.
- Develop training materials, FAQs, video guides, and knowledge-transfer documents.
- Provide ongoing troubleshooting support and coordinate issue resolution with the vendor.

3.5. Sustainability & Post-Project Continuity

- Ensure proper documentation, system handover, and knowledge transfer before project closure.
- Build internal capacity to reduce dependency on external vendors.
- Ensure the MIS remains functional, updated, and secure beyond the ADB project lifecycle.

4. Deliverables
- Monthly progress report on MIS development, issues, and resolutions
- Verified and accepted technical deliverables as per contract
- SOPs and digital workflow documents for key Directorate functions
- Training modules and user manuals for MIS users
- Quarterly system performance and data integrity report
- Comprehensive handover and sustainability plan

5. Qualifications & Experience
5.1. Essential:
- Bachelor's degree in Computer Science / IT / Information Systems/MCA
- Minimum 3–5 years of experience in MIS/ERP/e-Governance, IT systems integration, or software project management
- Working knowledge of: System testing and UAT, API integration, Cloud-based hosting environments (AWS/Azure/State Data Centre), Basic cybersecurity practices
- Experience coordinating with multiple stakeholders, such as vendors, IT departments, NIC, government agencies, or private IT teams
- Strong communication, documentation, and problem-solving skills
- DBMS & Data Migration
- Backup & Recovery
- Web and Mobile Application Development Experience
- Software Installation & Upgrades
- Application and system Debugging & Enhancement

5.2. Desirable:
- Certifications such as ITIL / Agile / Scrum / PMP / PRINCE2
- Experience in government IT projects, educational systems, or MIS for training/skill organisations
- Familiarity with data privacy norms, SDC hosting, or e-governance standards

6. Duration of Assignment
The engagement will be full-time, initially for 12 months, extendable based on performance and project needs. The specialist will be stationed at PIU-3 / DECT, Shillong, with field visits to ITIs as required.

7. Reporting Structure
- The specialist will report to the Director, DECT, and work under the supervision of PIU-3.
- Coordination with PMU, SSCM, and relevant stakeholders will be required as per project workflow.

8. Remuneration
A consolidated monthly remuneration of ₹ 46800/- per month with 5% annual appraisal (Approval under similar lines as per letter No.PLR.53/2023/23 dated 21.8.2023) subject to satisfaction of key performance indices.

9. Confidentiality
The specialist shall maintain strict confidentiality regarding all government data, MIS system information, and sensitive project documents.