

**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/Vol-III/2019

Dated Shillong the, 23<sup>rd</sup> June, 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 post 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.

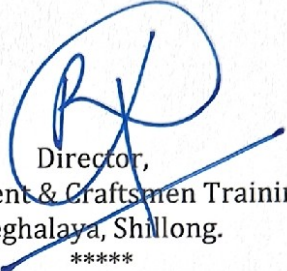
Sl. No.	Post	Qualification
1	Manager- Placement & Industry Linkage	<p><b><u>1.1 Qualification</u></b></p> <ul style="list-style-type: none"> <li>i. Master's Degree in any discipline from a recognized University.</li> <li>ii. Candidates possessing qualifications or certifications in Human Resource Management, Marketing, Business Administration, Career Counselling, Labour &amp; Employment, Social Work, Development Studies, or related fields are encouraged to apply.</li> <li>iii. Familiarity with Central and State Government Skill Development Programs, employment services and knowledge of local industries in Meghalaya and North East Region.</li> <li>iv. Strong communication, interpersonal, networking, negotiation, and presentation skills.</li> </ul> <p><b><u>1.2 Experience</u></b></p> <ul style="list-style-type: none"> <li>v. Minimum 3 years of post-qualification experience in industry relations, employer engagement, business development, recruitment, placement services, stakeholder management, marketing and outreach, human resource management, or skill development and livelihood programmes.</li> <li>vi. Demonstrated experience in liaising with employers, institutions, government agencies, industry bodies, or community stakeholders.</li> <li>vii. Experience in organizing events, job fairs, recruitment drives, awareness campaigns, outreach activities, or partnership initiatives will be an added advantage.</li> <li>viii. Proven ability to mobilize employers, negotiate collaborations, and facilitate employment, apprenticeship, internship, or training opportunities shall be preferred.</li> </ul> <p><b>Age Limit:</b> 25 - 40 years</p> <p><b>Pay:</b> INR 46,800/-</p>

**ONLY Eligible and Interested Candidates** can submit their application on or before **5:00 P.M** of the **9<sup>th</sup> July 2026** by mandatorily filling the Google form as per the link mentioned below:

LINK for APPLICATION - <https://forms.gle/UffqN9CzU3rWjgTG8>

## Important Instructions

- Interested candidates are encouraged to visit [www.dectmeg.nic.in](http://www.dectmeg.nic.in) and familiarize themselves with the Terms of Reference (ToR) and responsibilities of the position prior to applying.
- 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.

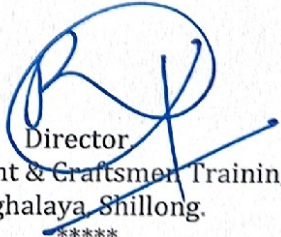
  
Director,  
Employment & Craftsmen Training,  
Meghalaya, Shillong.  
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No. DET-423/2023/Vol-III/2019-A

Dated Shillong the, 23<sup>rd</sup> June, 2026

Copy to:

1. The Principal Secretary to the Government of Meghalaya cum Team Leader PIU3, Department of Labour, Employment and Skill Development, Shillong for favour of kind information.
2. The Director of Information & Public Relation, Meghalaya Shillong, with a request to publish the above Advertisement in the leading Dailies in English preferably Shillong Times, Khasi/Jaintia preferably Nongsain Hima & Mawphor, & Garo preferably Salantini Janera for 3 (three) consecutive days 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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## Terms of Reference

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**Position:** Manager – Placement & Industry Linkage

### **1. Purpose of the Role**

To strengthen the employability and career outcomes of Industrial Training Institute (ITI) trainees by developing sustainable industry partnerships, expanding apprenticeship and placement opportunities, facilitating industry exposure, and supporting the transition of trainees into wage employment, self-employment, and entrepreneurship. The position will serve as a critical link between ITIs, industry, employers, and trainees to improve workforce readiness and placement outcomes across the State.

### **2. Key Responsibilities**

#### **2.1. Industry Engagement and Employer Outreach**

- Identify, engage, and maintain partnerships with employers, industries, sector associations, and placement agencies within and outside Meghalaya.
- Promote ITI graduates as a skilled workforce and actively mobilize employers for recruitment, apprenticeship, and on-the-job training opportunities.
- Facilitate industry visits, guest lectures, workplace exposure programmes, and employer interactions for trainees.
- Develop and maintain a database of employers, recruiters and industry partners.

#### **2.2. Placement, Apprenticeship & Career Services**

- Plan and conduct placement drives, job fairs, apprenticeship melas, campus interviews, and recruitment events across Government ITIs.
- Facilitate apprenticeship opportunities under NAPS/NATS and support trainee onboarding.
- Provide career guidance, employability support, interview preparation, and labour market information to trainees.
- Track and support trainee transitions into employment, apprenticeships, higher training,

#### **2.3. Industry Linkages & Labour Market Alignment**

- Assess labour market demand and emerging employment opportunities to support informed decision-making and trade planning.
- Facilitate industry feedback on training quality, curriculum relevance, and skill requirements.
- Support the Directorate and ITIs in strengthening industry participation through Institute Management Committees (IMCs), MoUs, and collaborative initiatives.

#### **2.4. Monitoring, MIS & Reporting**

- Maintain placement, apprenticeship, and employer engagement records through the State MIS – iDECT. (integrated Digital Ecosystem for Craftsmen Training)
- Track placement outcomes, retention, wages, apprenticeship participation, and career progression of trainees.
- Prepare monthly, quarterly, and annual reports on placement performance, industry partnerships, and key achievements.

## 2.5. Capacity Building & Coordination

- Support and mentor ITI staff and placement coordinators in employer engagement and placement activities.
- Coordinate with Government Departments, MSSDS, NSDC, industry bodies, and other stakeholders to leverage employment opportunities for trainees.
- Undertake any other assignment related to placement, apprenticeship, industry collaboration, and employability enhancement as assigned by the Directorate.

## 3. Key Deliverables

- State-wide Placement and Industry Engagement Strategy with annual targets.
- Functional employer database and industry partnership network.
- Placement and apprenticeship opportunities facilitated across all Government ITIs.
- Regular labour market intelligence and industry engagement reports.
- Quarterly trainee outcome tracking reports through the State MIS - iDECT.
- Organization of recruitment drives, apprenticeship fairs, employer engagement events, and career awareness programmes.

Measurable improvement in trainee placement, apprenticeship, and industry engagement outcomes across Government ITIs.

## 4. Qualifications & Competencies

- Master's Degree in any discipline from a recognized University.
- Minimum 3 years of post-qualification experience in industry relations, employer engagement, business development, recruitment, placement services, stakeholder management, marketing and outreach, human resource management, or skill development and livelihood programmes
- Familiarity with Central and State Government Skill Development Programs, employment services and knowledge of local industries in Meghalaya and Norther East Region.
- Strong communication, interpersonal, networking, negotiation, and presentation skills.

## 5. Reporting & Accountability

- Reports directly to the Director/Project Manager.