



No. DET-423/2023/Vol-III/ **3392**

Dated Shillong the, **13th** August, 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	Field Supervisor	<u>1.1 Qualification and Experience</u> - Bachelor's Degree/B Tech in Civil Engineering from a recognized university with minimum 3 years of relevant professional experience - Diploma in Civil Engineering from a recognized university with minimum 8 years of relevant professional experience - Experience in supervision of building or infrastructure works - Experience in Externally Aided Projects, preferably ADB-funded or other MDB-funded projects. Age Limit: up to 32 years (relaxation 5 years for SC/ST candidates of Meghalaya) Pay: INR 33,800/-
2	Quantity Surveyor	<u>1.1 Qualification and Experience</u> - Bachelor's Degree/B Tech in Civil Engineering or Quantity Surveying with minimum 3 years of relevant experience - Diploma in Civil Engineering from a recognized university with minimum 8 years of relevant professional experience - Experience in quantity surveying, billing, and contract management of building or infrastructure works. - Familiarity with ADB, World Bank, or other MDB-funded project procedures will be preferred. Age Limit: up to 32 years (relaxation 5 years for SC/ST candidates of Meghalaya) Pay: INR 33,800/-

3	Assistant Manager - Communications Manager	<u>1.1 Qualification and Experience</u> • A Master's degree in Mass Communication, Journalism, Visual Communication, Development Studies, English, or any related field with Minimum 3 (three) year in Media, Communications and related fields. OR • A Bachelor's degree in Mass Communication, Journalism, Visual Communication, Development Studies, English, or any related field with Minimum 6 (six) year in Media, Communications and related fields. • A professional experience in communications, content development, media production, design, or campaign execution. (Candidates with less experience may be considered if they demonstrate exceptional skills and potential.) • Prior experience in development projects, government programs, NGOs, or creative agencies will be preferred. • Creativity, attention to detail, and ability to work with tight deadlines in a dynamic environment is highly preferable. Age limit: up to 32 years (relaxation 5 years for SC/ST candidates of Meghalaya) Pay: INR 31,200/-
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ONLY Eligible and Interested Candidates can submit their application on or before **5:00 P.M** of the **27th August, 2026** by mandatorily filling the Google form as per the link mentioned below:

LINK for APPLICATION - <https://forms.gle/hBp6dp6cjhus3NJG6>

Important Instructions

- ONLY interested candidates meeting the prescribed qualification criteria should apply.
- Candidates are encouraged to visit www.dectmeg.nic.in and familiarize themselves with the Terms of Reference (ToR) and responsibilities of the position before applying.
- Candidates should only use a Gmail account for registration through the Google Form.
- Candidates should **apply only once** and upload all supporting documents as a **single PDF file**, renamed as *Post Applied For – First Name & Last Name*. The file size must be **less than 1 MB**.
- The PDF file must be uploaded **from the applicant's local device/drive**.
- Applications may be screened as required. Shortlisted candidates may be required to undergo a written examination/group discussion and personal interview, as applicable.. No TA/DA shall be payable for attending the selection process.
- **Original certificates/testimonials** must be produced by shortlisted candidates at the time of the selection process.

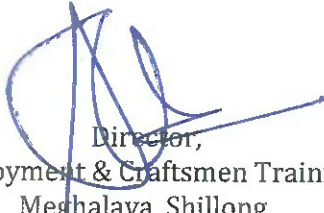
Director,
Employment & Craftsmen Training,
Meghalaya, Shillong.

No. DET-423/2023/Vol-III/3392 - A

Dated Shillong the, 13th August, 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.

Terms of Reference (ToR)
Field Supervisor (Civil Works – ITI Packages)

Funding Agency: Asian Development Bank (ADB)

Implementing Agency: Department of Employment & Craftsmen Training (DECT)

Project Unit: PIU-3

1. Project Background

The Government of Meghalaya, with support from the Asian Development Bank (ADB), is implementing the Supporting Human Capital Development in Meghalaya – Phase 2 Project. The project includes upgradation and strengthening of ITI infrastructure through multiple civil works packages. Effective site supervision, quality assurance, quantity verification, and financial monitoring are essential to ensure timely completion of works in accordance with approved drawings, technical specifications, contract provisions, and ADB requirements.

2. Objective of the Assignment

To establish a robust on-ground and financial verification mechanism within PIU-3 for civil works packages, ensuring accurate measurement, strict invoice validation, continuous site supervision, and elimination of discrepancies in contractor claims, thereby enabling timely and compliant payment processing in line with ADB guidelines.

3. Scope of Work

The Field Supervisor shall perform the following key tasks:

A. Site Supervision & Quality Control

- Supervise day-to-day construction activities at assigned sites.
- Ensure execution as per approved drawings, BOQ, and specifications.
- Maintain **daily geo-tagged and time-stamped site logs**
- Check quality of materials and workmanship.
- Record observations in site registers and inspection logs.
- Immediately flag deviations from drawings/BOQ

B. Progress & Measurement Verification

- Monitor physical progress against approved schedules. Ensure pre-measurement validation is done before entries into Measurement Books (MB)
- Verify quantities of completed works at site.
- Assist in joint measurements where required.

C. Billing Support

- Verify quantities claimed in contractors running bills against site execution.
- Cross-check measurements with Measurement Books (MB).
- Identify and report discrepancies, excess claims, or non-BOQ items.
- Provide site verification notes to support certification of Interim Payment Certificates (IPCs) and mandatory site verification certificate.

4. Deliverables and Reporting Requirements

- Daily site supervision reports.
- Weekly progress updates.
- Monthly physical progress reports.
- Quality assurance and inspection records.

- Site photographs and non-conformance reports.
- Verification inputs for contractor invoices and IPCs.

5. Safeguard & Safety Coordination

- Ensure no disruption to training activities, safety of trainees and Staff during construction
- Coordinate temporary barricading, signage, and restricted access zones
- Resolve site-level bottlenecks immediately in consultation with ITI authorities before escalation.

6. Environmental Management & Safeguards

- Ensure compliance with environmental safeguards at site, including dust and noise control, proper material storage, waste segregation and disposal at approved locations, and prevention of water and soil contamination, particularly within active ITI campuses.
- Record and report any environmental non-compliance, and link the same to contractor payments, including recommendation

7. Qualification and Experience Requirements

- Bachelor's Degree/B Tech in Civil Engineering from a recognized university with minimum 3 years of relevant professional experience
- Diploma in Civil Engineering from a recognized university with minimum 8 years of relevant professional experience
- Experience in supervision of building or infrastructure works
- Experience in externally aided projects, preferably ADB-funded or other MDB-funded projects, will be preferred

8. Coordinating & Reporting Arrangement

- The Field Supervisor will report to Project Manager, PIU-3 (DECT).
- The Field Supervisor shall support the Quantity Surveyor for billing verification.
- Both Field Supervisor and Quantity Surveyor shall coordinate with Design Supervision Consultant (DSC), State Sports Council of Meghalaya (SSCM) engineers, contractors, and PIU-3 finance staff for billing and certification including any other matters.
- Facilitate inspections required for payment certification

9. Duration of Assignment

The engagement shall be co-terminus with the civil works contracts or as decided by PIU-3, based on project requirements and performance.

10. Duty Station / Site Location

The appointed Field Supervisor shall be deployed at the respective project sites and PIU offices as required. Frequent travel to different project locations may be required.

11. Performance Criteria

Performance shall be reviewed periodically based on:

- Quality of supervision and measurements
- Timeliness and accuracy of billing support
- Compliance with safeguards requirements, contract and ADB requirements

Continuation shall be subject to satisfactory performance and approval from Project Manager DECT.

12. Code of Conduct and Confidentiality

The Field Supervisor shall maintain confidentiality of all project-related information and documents. They shall avoid any conflict of interest during the course of the assignment and shall comply with all applicable government, PIU, and ADB policies, including anti-corruption, integrity, and professional conduct requirements.

Terms of Reference (ToR)
Quantity Surveyor (Civil Works – ITI Packages)

Funding Agency: Asian Development Bank (ADB)

Implementing Agency: Department of Employment & Craftsmen Training (DECT)

Project Unit: PIU-3

1. Project Background

The Government of Meghalaya, with support from the Asian Development Bank (ADB), is implementing the Supporting Human Capital Development in Meghalaya – Phase 2 Project. The project includes upgradation and strengthening of ITI infrastructure through multiple civil works packages. Effective site supervision, quality assurance, quantity verification, and financial monitoring are essential to ensure timely completion of works in accordance with approved drawings, technical specifications, contract provisions, and ADB requirements.

2. Objective of the Assignment

The objective of these assignments is to support PIU-3 in ensuring accurate quantity measurement, certification of invoices, financial control, and efficient payment processing for the ITI civil works packages.

3. Scope of Work

The Quantity Surveyor shall perform the following key tasks:

A. Measurement & Verification

- Measure executed works as per BOQ and drawings.
- Maintain and update Measurement Books (MB).
- Verify contractor measurement statements using site validation inputs.

B. Billing & Payment Certification

- Scrutinize contractor bills and Interim Payment Certificates (IPCs). Will act as primary verification authority for contractor invoices prior to PIU approval.
- Verify arithmetic accuracy, rate application, and deductions.
- Ensure compliance with contract provisions and ADB requirements.
- Certify eligible payment amounts and recommend approval to PIU-3.
- Maintain billing and payment tracking registers.

C. Monitoring & Contract Support Cost

- Track contract value vs. payments made.
- Highlight cost variations, extra items, or potential overruns.
- Assist PIU in evaluation of variations and contractor claims, if any.
- Assess variations, extra items, price adjustment, and claims in accordance with contract provisions.
- Maintain all project records including MBs, IPCs, drawings, correspondences, approvals, and contractual documents.

D. Reporting

- Prepare monthly billing and financial progress summaries.
- Provide input for project progress and financial reporting to ADB.
- The Quantity Surveyor will report to Project Manager, PIU-3 (DECT).

- The Quantity Surveyor shall support the Field Supervisor for billing verification.
- Both Field Supervisor and Quantity Surveyor shall coordinate with Design Supervision Consultant (DSC), State Sports Council of Meghalaya (SSCM) engineers, contractors, and PIU-3 finance staff for billing and certification including any other matters.
- Facilitate inspections required for payment certification

4. Deliverables and Reporting Requirements

- Certified contractor invoices and IPCs.
- Updated Measurement Books (MB).
- Maintain Package-wise financial progress vs physical progress
- Flag and Overpayment risks and front-loading by contractors
- Monthly financial progress reports.
- Payment tracking statements.
- Pre-validate all variations before PIU approval and Provide cost impact analysis before decisions
- Inputs for ADB review missions and quarterly reporting.

5. Safeguard & Safety Coordination

- Ensure no disruption to training activities, safety of trainees and Staff during construction
- Coordinate temporary barricading, signage, and restricted access zones
- Resolve site-level bottlenecks immediately in consultation with ITI authorities before escalation.

6. Environmental Management & Safeguards

- Ensure compliance with environmental safeguards at site, including dust and noise control, proper material storage, waste segregation and disposal at approved locations, and prevention of water and soil contamination, particularly within active ITI campuses.
- Record and report any environmental non-compliance, and link the same to contractor payments, including recommendation for withholding or deductions until corrective measures are implemented.

7. Qualification and Experience Requirements

- Bachelor's Degree/B Tech in Civil Engineering or Quantity Surveying with minimum 3 years of relevant experience
- Diploma in Civil Engineering from a recognized university with minimum 8 years of relevant professional experience
- Experience in quantity surveying, billing, and contract management of building or infrastructure works.
- Familiarity with ADB, World Bank, or other MDB-funded project procedures will be preferred.

8. Reporting Arrangement

- The Field Supervisor and Quantity Surveyor shall maintain functional coordination with respective ITI authorities, while reporting administratively to Project Manager, PIU-3.
- The Quantity Surveyor shall support the Field Supervisor for billing verification.
- Both Field Supervisor and Quantity Surveyor shall coordinate with Design Supervision Consultant (DSC), State Sports Council of Meghalaya (SSCM) engineers, contractors, and PIU-3 finance staff.

9. Duration of Assignment

The engagement will be full-time, initially for 12 months, extendable based on performance and project needs or co-terminus with the civil works contracts. The appointed Quantity Surveyor shall be deployed at the respective project sites and PIU offices as required. Frequent travel to various project locations may be required.

10. Performance Criteria

Performance shall be reviewed periodically based on:

- Quality of supervision and measurements
- Timeliness and accuracy of billing support
- Compliance with safeguards requirements, contract and ADB requirements

Continuation shall be subject to satisfactory performance and approval from Project Manager DECT.

11. Code of Conduct and Confidentiality

The Quantity Surveyor shall maintain confidentiality of all project-related information and documents. They shall avoid any conflict of interest during the course of the assignment and shall comply with all applicable government, PIU, and ADB policies, including anti-corruption, integrity, and professional conduct requirements.

Terms of Reference (ToR)
Assistant Manager - Communications Manager

1. Position Overview

- **Position Title:** Assistant Manager - Communications Manager
- **Core Objective:** To spearhead, monitor, and assess Awareness & Mobilization (A&M) campaigns for Industrial Training Institutes (ITIs), vocational skill development programs, and other departmental initiatives to drive participation and community engagement.

2. Educational & Experience Requirements

- **Master's Degree** or Post-Graduate Diploma in Mass Communication, Journalism, Public Relations, Media Studies, Marketing, or a closely related field from a recognized university/institution with minimum 3 years of professional experience in public relations, corporate communications, media management, or designing and executing large-scale public awareness campaigns.
- **Bachelor's Degree** in Mass Communication, Journalism, Public Relations, Media Studies, Marketing, or a closely related field from a recognized university/institution with minimum 6 years of professional experience in public relations, corporate communications, media management, or designing and executing large-scale public awareness campaigns.
- **Skill Sector Exposure:** Prior experience working with government departments, skill development missions, vocational training programs, or international/bilateral development projects will be a distinct advantage.
- **Technical Skills:** Proven expertise in content creation, multi-channel media planning, community mobilization strategies, data analytics for campaign tracking, and stakeholder engagement.

3. Terms of Reference (ToR) & Key Responsibilities

A. Awareness & Mobilization (A&M) Strategy and Execution

- **Campaign Design:** Conceptualize, develop, and execute comprehensive A&M drives to promote ITI courses, vocational training opportunities, and modern skill initiatives among youth, parents, and key stakeholders.
- **Outreach Material Development:** Oversee the creation of engaging communication collateral (print, digital, audio-visual, and social media content) tailored to target demographics, including rural and remote communities.
- **Event Management:** Plan and coordinate outreach events, career counseling camps, roadshows, and institutional open houses to boost student enrollment and public awareness.

B. Monitoring, Assessment, and Reporting

- **Performance Metrics:** Establish Key Performance Indicators (KPIs) and monitoring frameworks to track the reach, engagement, and conversion effectiveness of ongoing A&M drives.
- **Impact Assessment:** Conduct periodic reviews, surveys, and field assessments to measure the

success of communication campaigns and identify gaps or areas for improvement.

- **Reporting:** Prepare regular progress reports, analytical dashboards, and documentation of best practices for submission to higher management and project stakeholders.

C. Media and Stakeholder Coordination

- **Public Relations (PR):** Build and maintain strong relationships with media outlets, press, and community influencers to secure positive coverage of departmental achievements and skill initiatives.
- **Digital & Social Media Management:** Manage the official social media handles, website updates, and digital campaigns to ensure consistent, transparent, and engaging public messaging.
- **Inter-Agency Collaboration:** Coordinate with partner institutions, training providers, field officers, and corporate stakeholders to ensure synchronized execution of mobilization activities.

D. General & Additional Responsibilities

- **Office Support:** Undertake other communication-related works, documentation, or public interface tasks as designated by the Office or Directorate leadership from time to time.

Skills & Competencies:

- Strong writing and editing skills in English (knowledge of Khasi or Garo is a plus).
- Working knowledge of design and media tools – Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, InDesign).
- Basic video editing and photography/videography skills.
- Understanding of communication strategies for the government/development sector.
- Ability to manage content calendars, write for multiple platforms, and simplify complex information.