

**PIU-1**  
**PROJECT MANAGEMENT UNIT-1**  
**SUPPORTING HUMAN CAPITAL DEVELOPMENT IN MEGHALAYA (ADB)**  
**MEGHALAYA::::: SHILLONG**  
**ADVERTISEMENT**

Applications duly filled in **Standard Form** along with complete Bio-Data are hereby invited from the candidates who are the citizens of India for filling up the following posts under the Supporting Human Capital Development in Meghalaya Project,PIU-1,(**Meghalaya School Improvement Plan** component) on contract basis for a period of **1 (one)** year or which may likely be extended from time to time subject to the satisfactory performance and the continuation of the Project etc.,

<b>Sl no.</b>	<b>Name of the Post/ Place of Posting</b>	<b>No.of Vacancies</b>	<b>Qualification</b>	<b>Key Responsibilities/ Detailed Terms of Reference</b>	<b>Experience</b>	<b>Remuneration</b>
<b>1</b>	<b>District Manager</b> <b>Locations:</b> Shillong, Tura, Jowai/Khliehriat, Nongpoh, Resubelpara/ Baghmara, Ampati, Mairang/Nongstoin	<b>7</b>	<b>Essential:</b> Any Graduate <b>Desired:</b> MSW, MBA	i.Responsible for all MSIP related implementation for respective District ii.Support DRG at District in Program implementation iii.Visit schools for monitoring implementation of MSIP iv.Guide schools in preparation of school Improvement plans, uploading Shaala Siddhi v.Report preparation and updation to MSIP state team vi.Schedule and facilitate meetings/Reviews between schools and DSG vii.Monitor and Achieve MSIP implementation targets for the District viii.Coordinate & monitor vendors executing civil works, supply of furniture, computers etc	i.Minimum 5 years similar experience. ii.Experience in Monitoring/Implementatio n of State/Central Government Projects/Programs at Field level iii.Experience in Education related field iv.Knowledge of Microsoft Office v.Proficiency in local languages of the state	<b>Rs 30000/-p.m</b> <b>Fixed</b>

2	<b>Accounts Officer</b> <b>Locations:</b> Shillong	1	<b>Essential:</b> B.Com <b>Desired:</b> M.Com/MBA  Finance	i.Daily accounting tasks, bookkeeping of MSIP state Team ii.Preparation of payroll, budget and expenditure of the MSIP state team iii.Preparation of UC's, Fund requisition, Bank Statements iv.Timely validating of bills and release of vendor related payments v.Timely validating and release of travel and other claims vi.Assist and coordinate auditing related works vii.Coordinate with districts for all accounting works viii.Timely preparation of Monthly/Quarterly/Annual reports,	i.Minimum 3 years similar experience. ii.Experience in working in a govt setup  iii.Good knowledge of bookkeeping, audits, report preparation iv.Knowledge of Microsoft Office, Tally	<b>Rs 40000/-p.m</b> <b>Fixed</b>
3	<b>Research Associate</b> <b>Location :</b> Shillong	1	<b>Essential:</b> Any Post Graduate and PhD	i.Preparation of Research/Survey framework ii.Preparation of approach & methodology of Research iii.Preparation of baseline, Reviewing school baseline iv.Preparation and implementation of timelines for the research v.Supervise/train/ data collection team vi.Data collation, quality control, validation vii.Data Analysis and interpretation viii.Preparation of reports/presentations	i.Minimum 7 years similar experience ii.Exposure to Education Sector iii.Experience in Research Design, Sampling, Surveys iv.Knowledge of Statistical techniques v.Experience in Statistical applications like SPSS vi.Good report writing, Analytical skills vii.Experience in managing survey teams	<b>Rs 70000/-p.m</b> <b>Fixed</b>
4	<b>Executive Assistant</b> <b>Location :</b> Shillong,Chairman's Office	1	<b>Essential:</b> Any Graduate	i.Organize all files, correspondence relating to MSIP/SHCDM ii.Preparation of letters, communications, minutes of meeting for Chairman iii.Coordinate, schedule meetings	i.Minimum 5 years similar experience. ii.Experience in working in a govt setup/Processes iii.Knowledge of Microsoft office	<b>Rs 40000/-p.m</b> <b>Fixed</b>

				<p>iv. Follow-up work, coordination work with different departments, Directorates, Consultants, PIU1, PMU etc</p> <p>v. Prepare notes, discussion points, status/progress updates for Chairman</p> <p>vi. Secretarial work like dictation, maintaining documents, tracking file movement</p> <p>vii. Any other work as deemed necessary by Chairman</p>	<p>iv. Experience in Government file work/General administration</p> <p>v. Good communication skills, report preparations, PPT's</p>	
5	<p><b>Data Entry Operator/Office Assistant</b> Location : Shillong</p>	<p><b>1(State)</b> <b>11(District)</b></p>	<p><b>Essential:</b> Any Graduate</p>	<p>i. Assist State MSIP team in day to day office administration</p> <p>ii. Record and track all project files in register system. Organize and arrange files systematically for easy recall</p> <p>iii. Communication related activities like, drafting letters etc, record minutes of meeting,</p> <p>iv. Coordinate, schedule meetings, workshops</p> <p>v. Maintain &amp; update all-important MSIP related databases</p> <p>vi. Coordinate with District Office Assistants and compile, validate progress reports</p> <p>vii. Assist in preparation of reports, presentations</p>	<p>i. Minimum 3 years similar experience.</p> <p>ii. Experience in working in a govt setup/Processes</p> <p>iii. Experience of working with State/District level MIS</p> <p>iv. Experience of working on MIS application</p> <p>v. Knowledge of Microsoft office</p> <p>vi. Experience in data collation, validation</p> <p>vii. Experience in Government file work/General administration</p> <p>viii. Report preparation</p>	<p><b>Rs 15000/- (State)</b> <b>p.m &amp;</b></p> <p><b>Rs 10000/- (District)</b> <b>p.m</b> <b>Fixed</b></p>
6	<p><b>Helpdesk Executives</b></p>	<p><b>2</b></p>	<p><b>Essential:</b> Any Graduate</p>	<p>i. Handle all queries relating to MSIP, Shaala Siddhi</p> <p>ii. Ensure resolution within a fixed period</p> <p>iii. Coordinate with MSIP state/District teams, DSEO offices etc for query resolution</p> <p>iv. Recording, escalation and closure</p>	<p>i. Minimum 3 years similar experience.</p> <p>ii. Experience in working in call centre/televalling setup, both inbound/outbound</p> <p>iii. Good knowledge of Microsoft office</p>	<p><b>Rs 8000/-p.m</b> <b>Fixed</b></p>

			for every query v.Preparation of Shift/ monthly summary of all queries vi.Assist in preparation of FAQ's,  SOP's for query resolution	iv.Good typing speed v.Proficiency in English and local languages vi.Experience in customer  complaint resolution preferred	
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Candidates having the required qualification and criteria mentioned above only, may apply for the above mentioned posts and the last date for submission of completed application along with photo copies of all certificated, mark sheets etc is **9<sup>th</sup> July 2018**. Duly filled Applications are to be submitted to the office of the undersigned. Applications submitted after the last date will not be entertained.

Sd/-

**Director of School Education & Literacy,&  
 Member Secretary, PIU-1, ADB Project  
 Meghalaya, Shillong.**

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