



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001.

Advertisement No.MITS.6/2007/ 176

Dated Shillong the 5th August, 2014

Applications are invited for the following posts in Meghalaya Information Technology Society (MITS), a State Nodal Agency for implementing e-Governance projects in Meghalaya, on contract basis for a period of one year, renewable yearly. Selected candidates will be responsible for managing e-Governance infrastructure being established in Meghalaya.

Sr no.	Name of Post	No. of Post	Minimum Relevant Qualification and Experience	Approx Consolidated Remuneration (in Rupees)/ month
1	Admin Specialist	1	Refer website	37,500/-
2	Junior Accountant	1	Refer website	8000/-
3	Office Assistant	1	Refer website	7000/-

For further details regarding educational qualifications, experience etc, kindly visit the Information Technology website at <http://www.ditmeghalaya.gov.in>.

Interested candidates who fulfill the criteria are requested to forward their resumes to the Member Secretary, Meghalaya Information Technology Society, NIC Building, Ground Floor, Shillong - 793001 Meghalaya. **Only shortlisted candidates will be called for interview.**

Last date for submission of applications is **22/08/2014**

Member Secretary,
Meghalaya Information Technology Society
Meghalaya, Shillong

Detailed Educational Qualification and Experience, Roles and Responsibilities, etc:

Sl. No	Name of Post	Contract Term	Minimum relevant Experience Required (in years)	Minimum Educational Qualification / Certification required	Age Limit as on 31.8.2014	Responsibilities
1	Administration Specialist	1 year initially	5	M.Com/MBA with post qualification experience in Administration	35 years	<ul style="list-style-type: none"> Day to day administration of e-Governance Infrastructure projects, viz. SDC, SWAN, SSDG, CSC, e-District, etc), logistics support, procurement, stationery, administrative coordination, etc. Managing financial activities of e-Governance Infrastructure projects such as budgeting, forecasting, funds utilization, etc., and submit them to Project Manager for review and approval. Any other work that may be assigned from time to time.
2	Junior Accountant	1 year initially	3	B.Com/Diploma in Finance & Accounts With post-qualification experience with knowledge of Government Financial and Accounting Rules & Procedures. Tally/MS Excel/ MS Word/ MS Powerpoint knowledge is compulsory	35 years	<ul style="list-style-type: none"> Maintenance of Accounts of Meghalaya Information Technology Society Any other work that may be assigned from time to time.
3	Office Assistant	1 year initially	2	12 passed having basic knowledge of computer (excel & word) and having valid driving licence with basic knowledge in motor vehicle maintenance.	28 Years	<ul style="list-style-type: none"> Do data entry or word processing (knowledge of MS Office) Work to support other office staff Run errands File and organize information Driving Any other work that may be assigned from time to time.