



# Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001.

Advertisement No.MITS.1/2018/391,

Dated Shillong the 26<sup>th</sup> June, 2018

Applications are invited for the following post for setting up of the Project Management Unit (PMU), for implementation of the Technology Park at New Shillong, under the Meghalaya Information Technology Society (MITS), a State Implementing Agency for implementing e-Governance/ICT projects in Information Technology & Communication Department, Government of Meghalaya, on contractual basis for a period of 18 (eighteen) months.

Sr no	Name of Post	No. of Post	Approx Consolidated Remuneration (in Rupees)/ month
1	Program Manager/ Engineer Incharge Diploma (Civil Engineering)	1	50,000/-

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.**

**Candidates who had applied for the aforementioned post against Advt. No.MITS 1.2018/02, dated 16<sup>th</sup> Jan, 2018 & Advt. No.MITS 1/2018/113, dated 08<sup>th</sup> May, 2018 need not apply again.**

Details regarding educational qualifications, experience, roles and responsibility, etc, are as at Annexure attached herewith.

Last date for submission of applications is **25<sup>th</sup> July, 2018.**

Sd/-  
Member Secretary, Meghalaya Information  
Technology Society  
Meghalaya, Shillong

Annexure

Detailed Requirement:

Sr no	Name of Post	Contract Term	Minimum relevant Experience Required (in years)	Minimum Educational Qualification / Certification required	Roles & Responsibilities
1	Program Manager/ Engineer Incharge	18 months	Superintending Engineer from Govt. Organisation and above.	Diploma (Civil Engineering)	<p>Candidate should be capable enough to handle the site on his own.</p> <p>Should be able to line out the site as per the drawings and plan the execution schedule as per requirement.</p> <p>Should be able to understand working drawings provided by various consultants and guide concerned agencies for execution.</p> <p>Necessary to have good knowledge of quantity estimation and preparing BOQs.</p> <p>Knowledge of AutoCAD is preferred.</p> <p>Should be responsible for quality control and co-ordination between contractors and vendors.</p> <p>Must have awareness of latest technology and machineries.</p> <p>He should prepare and maintain progress charts and schedule bars.</p> <p>Engineer has to prepare / check RA bills of contractors and all suppliers.</p> <p>Honesty, politeness and good communication skills are essential.</p> <p>Should be a good team leader.</p> <p>Any other works assigned to him/her</p>