



# Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001.

Advertisement No.MITS.1.2018/02

Dated Shillong the 16<sup>th</sup> January, 2018

Applications are invited for the following posts 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	Chief Engineer/ Program Manager B.E/B.Tech (Civil)	1	50,000/-
2	Sub-Division Officer level engineer B.E/B.Tech (Civil)	1	20,000/-
3	Junior Engineers a. Diploma in Civil Engineering b. Diploma in Electrical Engineering	2	12,000/-

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 -793001Meghalaya. **Only shortlisted candidates will be called for interview.**

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

Last date for submission of applications is **29<sup>th</sup> January, 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	Chief Engineer/ Program Manager	18 months	Retired Chief Engineer	B.E/B.Tech (Civil)	<p>Candidate should be capable enough to handle the site on his own. Should be able to line out the site as per the drawings and plan the execution schedule as per requirement. Should be able to understand working drawings provided by various consultants and guide concerned agencies for execution. Necessary to have good knowledge of quantity estimation and preparing BOQs. Knowledge of AutoCAD is preferred. Should be responsible for quality control and co-ordination between contractors and vendors. Must have awareness of latest technology and machineries. He should prepare and maintain progress charts and schedule bars. Engineer has to prepare / check RA bills of contractors and all suppliers. Honesty, politeness and good communication skills are essential. Should be a good team leader. Any other works assigned to him/her</p>
2	Sub-Division Officer level engineer	18 months	Min. 2 Years	B.E. / B. Tech(Civil)	<p>Co-ordinate with chief Engineer, site management. Experiences in Auto cad, Excel are must. Should be able to line out the site as per the drawings and plan the execution schedule as per requirement. Should be able to understand working drawings provided by various consultants and guide concerned agencies for execution. Engineer has to prepare / check RA bills of contractors and all suppliers. To shortlist tenders, prepare bids Honesty, politeness and good communication skills are essential. Any other works assigned to him/her</p>

Sr no .	Name of Post	Contract Term	Minimum relevant Experience Required (in years)	Minimum Educational Qualification / Certification required	Roles & Responsibilities
3	Junior Engineers (Civil)	18 months	Min. 2 Years	Diploma in Civil Engineering	<p>To study project drawings from implementation point of view Experiences in Auto cad, Excel are must To prepare list of items to be executed and specifications for project To prepare list of resources like material, labour, tools and plants required for the project. To prepare contracts of consultants, sub contractors, labor contractors, contractors, supplies etc. To shortlist tenders, prepare bids To monitor and record actual work progress on project bar chart. To visit sites periodically to confirm that the work under progress is in accordance with the contract.</p> <p>Any other works assigned to him/her</p>
4	Junior Engineer (Electrical)	18 Months	Min. 2 Years	Diploma in Electrical Engineering	<p>Evaluates electrical systems, products, components, and applications Review and approve designs of power distribution, electrical control, and lighting systems. Liaise with clients to effectively deliver systems Meeting functionality within budget and on schedule. Experience in maintenance in POWER Plant Experience in Substation Work</p> <p>Any other works assigned to him/her</p>