

**GOVERNMENT OF MEGHALAYA  
MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE  
SHILLONG**



**Advt. No. MATI. 6/2012/91 dated 01/06/2017**

**ADVERTISEMENT**

Meghalaya Administrative Training Institute (MATI), the state-level apex Institution for training and capacity building of public servants of Government of Meghalaya and others, seeks applications in prescribed form (Annexure I) from the citizens of India for filling the following posts in the Institute:

<b>Sl no.</b>	<b>Name of Post</b>	<b>Essential Qualifications</b>	<b>Scope of the Cell</b>
1.	Assistant Director in "Good Governance" Cell	A Post Graduate Degree in any discipline with at least 55% marks from a recognised University and 5 years work experience relating to Good Governance	Good Governance cell covers all mechanisms, processes and activities undertaken by government institutions to conduct public affairs and manage public resources within democracy, giving due regard to the rights and interests of the citizens.
2.	Assistant Director in "Professional Development" Cell	A Post Graduate Degree in Psychology/Education/Human Resource Management with at least 55% marks from a recognised University and 5 years work experience relating to Human Resource Development	Professional development cell looks into skill development - cognitive (ideas), technical (things) and interpersonal (people) of officers and staff of Government of Meghalaya and others.
3.	Assistant Director in "Management Development" Cell	A Post Graduate Degree in Business Administration/Two-year Post Graduate Diploma in Management with at least 55% marks from a recognised Institution and 5 years work experience in a similar domain	Management Development cell entails management concepts, practices, approaches and perspectives for immersive learning, gaining problem solving skills and enhancing analytical thinking ability.
4.	Assistant Director in "E-Governance" cell	A Degree in Engineering with Post Graduate Diploma in E-governance/Masters in Computer Science/MBA (Systems) with at least 55% marks from a recognised University/Institution and 5 years work experience in a similar domain	E-governance cell includes application of Information & Communication Technology for providing Government to Citizen, Government to Business and Government to Government services, exchange of information and communication for effective public service delivery.
5.	Assistant Director in "Case Development & Documentation" Cell	A Post Graduate Degree in any discipline with at least 55% marks from a recognised University and 5 years work experience relating to Case Development and Documentation	Case development & Documentation cell will be involved in developing case material on the best practices in the state/country/world. It also covers developing IEC materials (in English and local languages), publishing journals, magazines, newsletters, catalogues etc. for academic, training and reference purposes.
6.	Hostel Warden for Residential facility	A Graduate Degree in Hospitality and Hotel Administration with at least 55% marks from a recognised University/Institution and 5 years work experience in a similar domain	To look after the administration of the residential facility in all respects.

**Notes:**

1. Posts from Sl. No. 1 to 5 are in the **Pay Scale** ₹ 17000-470-20290-EB-560-25330-760-33690/- per month and for post at Sl. No. 6 is ₹ 13100-330-15410-EB-420-19190-580-25570/- per month respectively as per Meghalaya Fourth Pay Commission.
2. **Number of Vacancy available is one against each post advertised.**
3. **Maximum age permissible** is twenty eight years as on the last date for submission of application forms), relaxable by five years for SC/ST candidates. There is no age limit for candidates serving in Government of Meghalaya provided they entered the service within the prescribed age limit or who are on deputation to the Government of Meghalaya.
4. **Upper age is relaxed by five years for Ex-servicemen** including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on 01.05.2017 and have been released other than by way of dismissal or discharge on account of misconduct or inefficiency.
5. **For Persons with Disabilities (PWDs)**, age is relaxable by ten years (fifteen years for SC/ST) for posts where reservation is admissible to PWDs as per existing policy of Government of Meghalaya.
6. **Desirable qualifications:** Phd. degree in relevant discipline and any literary work published in noted journals, newspapers etc.
7. Candidates must be proficient in use of Computers.
8. **Job description** for each post is placed at **Annexure II** which may please be read carefully before applying.
9. **Reservation of vacancies:** As per the existing policy of Government of Meghalaya.
10. Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.
11. **Application form along with challan (for payment of fee) is available free of cost** at the office of the MATI, located behind Meghalaya Secretariat Additional Building, IG Point, Shillong – 793001. It can also be downloaded from the website of MATI ([www.mati.gov.in](http://www.mati.gov.in)).
12. Alongwith application form, **non-refundable fee @ ₹ 460/- (half the rate of fees for SC/ST, who are permanent residents of the State)** is required to be paid either through challan or a demand draft, drawn in favour of ‘Director MATI’ payable at Shillong. The original copy of the fee challan or demand draft should be attached with the application form.
13. **Instructions on submission of application forms**
  - a) Candidates can either send their applications by registered post or submit directly to the “Office of the Meghalaya Administrative Training Institute”, located behind Meghalaya Secretariat Additional Building, IG Point, Shillong – 793001 between 10.00 a.m. to 5.00 p.m. on any working day.
  - b) **Last date for receipt of applications is July 17, 2017 (upto 5.00 p.m.)** and no application received after the last date will be considered. MATI will not be responsible for any kind of postal loss or transit delay.

c) **List of Enclosures** with the application form:

- i) One latest photograph of size 3.5 cm X 4.5 cm to be affixed on the application form.
- ii) One window envelope of 4 cms X 9 cms affixed with Rupees five/- postage stamp.
- iii) Copy of Fee challan (MATI copy) or printout of the receipt of online payment of fees.
- iv) Self-attested copies of documents/certificates in support of Date of birth, Caste/Tribe, Educational Qualifications, Work Experience, Disability etc.

14. **Method of Recruitment**

The Screening Committee will shortlist the candidates who are found suitable based on the essential requirements of the post and other conditions as stipulated in the advertisement. List of shortlisted candidates would be posted on MATI's notice board and website. The shortlisted candidates will be called (via post and e-mail) and subjected to undergo a multi-modal screening process.

15. **General Instructions**

- Candidates are advised to read the eligibility criteria and other conditions prescribed for each post before applying.
- Incomplete applications in any respect will be summarily rejected and the decision of DSC would be final and binding. No further correspondence in this regard shall be entertained.
- Mere acceptance of application form and fulfillment of minimum qualification do not entitle candidates to be called for next stage of recruitment.
- Candidates who are already in Govt. service may send their application forms as prescribed with a request to bring 'No Objection Certificate' issued by their Appointing Authority/Head of Department when called for next stage of recruitment.
- Proof of Date of Birth may be as per Birth Certificate issued by the Registrar of Births & Deaths or as entered in Matriculation/Secondary School Leaving Certificate or Aadhar No. or valid Indian Passport.
- If any claim made in the application is not found substantiated by valid documentary evidence, the candidature will be cancelled and the decision of DSC in this regard shall be final.
- Candidates are advised to fill their correct and active e-mail addresses in the application form to enable the Institute to use it for correspondence.

16. **Debarment**

- Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summarily rejection of their candidature for this recruitment.
- MATI is authorised to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone causing or likely to cause breach of this or any action which violates or likely to violate the fair practices followed by the Institute will be a sufficient ground for debarment of candidate/s for this recruitment.

- If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/herself liable to criminal prosecution.
- Canvassing directly or indirectly for the above mentioned posts shall disqualify a candidate and the decision of DSC shall be final and binding in this regard.

**Director**  
Meghalaya Admv. Training Institute  
Shillong

**Memo No. MATI. 6/2012/\_\_\_\_ (A) dated 02/06/2017**

Copy forwarded for information and wide circulation in their respective jurisdiction to:

1. The Director General, Meghalaya Administrative Training Institute for favour of information.
2. The State Information Officer, National Information Centre, Shillong with a request to display the above advertisement on MATI's website ([www.mati.gov.in](http://www.mati.gov.in)).
3. The Director of Information & Public Relations, Meghalaya, Shillong with a request to get the Advertisement published in black and white in three local newspapers, preferably 'The Shillong Times', 'Salantini Janera' and 'Mawphor' and one national daily 'The Times of India' on June 5, 2017.
4. The Director of Employment and Craftsmen Training and Apprenticeship Adviser, Shillong.
5. The A.G.M. SBI, Laitumkhrah Branch.
6. The Treasury Officer, Shillong.
7. The News Editor, All India Radio, Shillong/Tura/Jowai.
8. Station Director, Doordarshan Kendra, Shillong/Tura/Jowai.
9. Rajya Sainik Board, Meghalaya.
10. Office Notice Board.

**Director**  
Meghalaya Admv. Training Institute  
Shillong

**Job Description for posts mentioned in Advertisement**

- a) Broadly speaking, as Faculty head of the respective Cell i.e. (Good Governance, Professional Development, Management Development, E-governance), the Assistant Director will:
- Assess the training needs based on diagnostic studies, feedback of the previous courses etc. and design the curriculum and method/s of imparting training for a particular course/programme.
  - Propose an annual schedule of training programmes, workshops, seminars, conferences etc. for the respective cell and organise/conduct such approved schedule in the state of Meghalaya.
  - Design and conduct customised training programmes based on specific requests from various departments/organizations to aid them in implementation of the government policies and schemes.
  - Develop a pool of trainers on different subjects and actively engage them for training purposes.
  - Seek expert guidance and regular feedback to continually improve the design and content of the training programmes in line with the changing requirements.
  - Monitor and evaluate training programmes to assess the effectiveness of the training imparted for improvement/value added learning.
  - Prepare and consolidate course reports for documentation purposes.
  - Coordinate with Resource Persons/Master Trainers at state, national and international level to build capacities on various subjects and raise MATI's profile in training arena.
  - Develop and compile ICT material on the subjects for reference and dissemination to the target users.
  - Develop distant learning training courses and modules for wider outreach.
- b) As Faculty head of the **Case Development and Documentation cell, Assistant Director** will:
- Prepare case studies based on the news paper reports, best practices, research and review of relevant material from the field, publications, manuals, reports etc.
  - Coordination with stakeholders to develop case material, specific to their requirements
  - Develop standard methods and templates for documentation in line with the organizational policies and goals.
  - Plan, advise, design and publish newsletters, journals, catalogues etc. for academic, training and reference purposes.

- Develop IEC materials in local languages to meet the needs of the training curriculum.
  - Source, document and disseminate information on the innovative practices.
  - Periodic analysis and Report-writing of research data
  - Creating structures for data collection and entry to align with requirement of e-learning solutions
  - Implement and maintain e-learning solutions including Knowledge Management System and Learning Management System at MATI.
- c) In addition to (a) & (b) above, the incumbent may be required to develop domain-specific expertise and handle tasks as assigned by the superior authorities from time to time.
- d) Hostel Warden as over-all incharge of residential facility, will ensure smooth functioning of the hostels at all times with due regard to proper sanitation, hygiene, nutrition and upkeep/maintenance of residential properties for a comfortable and pleasant stay of the trainees/guests.