



सत्यमेव जयते

GOVERNMENT OF MEGHALAYA  
MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE  
MAWDIANGDIANG, OPPOSITE: NEIAH  
SHILLONG-793018



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No. PAR/MATI/12356/2025/NF/

Dated: Shillong, the \_\_\_\_ May, 2026

**ADVERTISEMENT  
(Walk-in-Interview)**

The Meghalaya Administrative Training Institute (MATI) invites a “Walk-in-Interview” of the following positions on contractual basis for a period on **1 (one) year**. Indian citizens who are interested and fulfilling the eligibility criteria may attend the Walk-in at the MATI, Mawdiangdiang, Shillong – 793018. The application form may be downloaded from the MATI’s website <https://www.mati.gov.in>

**1. Position, Qualifications, Experiences etc.:**

| Sl. No. | Position   | Essential Qualifications & Experiences  | Total Monthly Emoluments | No. of Vacancy |
|---------|--|---|--------------------------|----------------|
| 1.      | Lead Instructional Designer (Curriculum Design and Instructional Design) | <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>M.Tech/ B.Tech in: Computer Science/Information Technology/ Electronics/, or</li> <li>Master’s/ Bachelor’s Degree in: Multimedia/ Mass Communication</li> </ul> <p><b>Additional Desirable Certification:</b></p> <ul style="list-style-type: none"> <li>Diploma or certification in: Audio-Visual production, digital media, or IT systems (preferred)</li> </ul> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>Hands-on experience with – Computers, peripherals and networking basics; Audio-Visual equipment (camera, microphones, lighting, mixers)</li> <li>Working knowledge of software tools such as – Adobe Premiere Pro, Adobe Photoshop, OBS Studio</li> <li>Basic troubleshooting – Hardware issues, connectivity, software installation.</li> </ul> <p><b>Experience Required:</b></p> <ul style="list-style-type: none"> <li>At least 3-5 years of working experience in - A digital lab/ media studios; supporting live streaming sessions, recordings, or training programmes.</li> <li>Experience in – Equipment set up, calibration, and maintenance; Managing lab schedules and usage logs.</li> <li>Technical support to users/ trainers.</li> </ul> | ₹. 50,000 /-             | 1              |

| Sl. No. | Position          | Essential Qualifications & Experiences  | Total Monthly Emoluments | No. of Vacancy |
|---------|-------------------|---|--------------------------|----------------|
|         |                   | <p><b>Soft Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Basic Communication Skills</li> <li>• Ability to support non-technical users</li> </ul> <p><b>Optional but Desirable:</b></p> <ul style="list-style-type: none"> <li>• Exposure to – LMS platforms and Webinar tools</li> <li>• Certification – Hardware &amp; networking; Media/ Editing Certifications (Adobe or equivalent)</li> </ul>  |                          |                |
| 2.      | Learning Designer | <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• B.Tech in: Computer Science/Information Technology/ Electronics/, or</li> <li>• Bachelor’s Degree in: Multimedia/ Mass Communication</li> </ul> <p><b>Additional Desirable Certification:</b></p> <ul style="list-style-type: none"> <li>• Diploma or certification in: Audio-Visual production, digital media, or IT systems (preferred)</li> </ul> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>• Hands-on experience with – Computers, peripherals and networking basics; Audio-Visual equipment (camera, microphones, lighting, mixers)</li> <li>• Working knowledge of software tools such as – Adobe Premiere Pro, Adobe Photoshop, OBS Studio</li> <li>• Basic troubleshooting – Hardware issues, connectivity, software installation.</li> </ul> <p><b>Experience Required:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 years of experience in designing and developing digital learning experiences in - A digital lab/ media studios; supporting live streaming sessions, recordings, or training programmes.</li> <li>• Expertise in user experience (UX) design for e-learning platforms.</li> </ul> <p><b>Soft Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Basic Communication Skills</li> <li>• Ability to support non-technical users</li> </ul> | ₹. 40,000 /-             | 1              |

| Sl. No. | Position | Essential Qualifications & Experiences   | Total Monthly Emoluments | No. of Vacancy |
|---------|----------|--|--------------------------|----------------|
|         |          | <b>Optional but Desirable:</b> <ul style="list-style-type: none"> <li>• Exposure to – LMS platforms and Webinar tools</li> <li>• Certification – Hardware &amp; networking; Media/ Editing Certifications (Adobe or equivalent)</li> </ul> |                          |                |

2. **Date of Interview:** \_\_\_\_\_

3. **Time for Registration:** 10.00 a.m.

**4. Documents Required:**

Candidates should bring along the following documents:

- a. Duly filled application form (to be downloaded from <https://mati.gov.in/> )
- b. Updated Resume.
- c. 1 colour recent passport size photograph.
- d. Original marksheets, certificates and testimonials for verification.
- e. Self-attested copies of education qualifications, marksheets, age certificates, experience certificates, etc.

5. **Upper Age Limit:** As per Government of Meghalaya norms. Age will be calculated with reference to 01.01.2026 and should have attained the age of 18 years to 32 years. Upper age limit is relaxable by 5 years for SC/ST. No age bar in respect of regular Government employee who entered Government service within the prescribed age limit.

**6. General Information:**

- a. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication.
- b. The MATI reserves the right to call for any additional documentary evidence in support of educational qualification and experience of the applicant.
- c. The MATI reserves the right to extend the closing date for receipt of applications. Also, the MATI reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.
- d. No TA/ DA shall be paid for attending the interview.
- e. Canvassing of any kind will render to disqualification.

**Shri Swapnil Tembe, IAS**  
**Director,**  
Meghalaya Administrative Training Institute,  
Mawdiangdiang, Shillong