

पूर्वोत्तर पर्वतीय विश्वविद्यालय
सू. प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)



North-Eastern Hill University
NEHU Campus, Shillong - 793 022 (Meghalaya)

Donkumar Syiem,
Director, Design Innovation Centre (DIC),

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shillongdicnehu@gmail.com

Dated: 5th June 2024

Advertisement for the post of One Technical Manager for Maker Space facility, One Project Assistant & One Stenographer cum office Assistant

Applications are invited for the position of (1). Technical Manager (Maker Space) (01); (2). Stenographer cum - Office Assistant (01) & (3). Project Assistant (01) for the Design Innovation Centre (DIC) NEHU. The selected candidates should have the following requirements.

Essential Qualifications:

(1). Technical Manager (Maker Space) (1 Nos): Total emolument – 38,000 per month

Candidate must be a graduate and have a well-rounded understanding of current state of Technology as related to the field of design and innovation, as well as fluency in digital and traditional techniques of prototyping and innovative creation. This includes mandatorily, but is not limited to, virtual reality, augmented reality, 3D printing, 3-D modelling (hard-edge and organic), robotics (Arduino and micro controller), woodworking, metal-working, Clay modelling and foam-core prototyping. Candidate must have operational and technical competence in installation and maintenance of all hardware machinery and software platforms related to the specifics mentioned above. Candidate must be able to assess the specific needs of the target demographic (rural and urban) of the DIC and must be able to proactively create modules, workshops and systems of engagement tailored to the needs of each demographic. Candidate must exhibit proficiency in both verbal and written communication. Candidate must be able to represent and communicate the aims, objectives and methodology of the DIC as and when required to various stakeholders. Candidate must have at least two years experience in a similar role or capacity.

(2) Stenographer cum office assistant: Total emolument -32,000 per month
Graduate, proficient in stenography with computer skills and other office related tasks including purchase and store related work. Familiarity with GeM portal procurements is preferable. Candidate must have at least 5 years experience working in an office or projects

(3) Project Assistant (1nos): Total emolument -28,000 per month
Post graduate in Science familiar with working in a lab setting. Additional qualification and experiences: Familiar with computer skills and softwares such as MS- Excel, GraphPad, Tally, Molecular modelling etc., Should have multitasking abilities in preparing project, technical and financial reports, IOT, Candidate should have good communication skills and should have fluency in English & Hindi (writing as well as speaking).

Age limit: For Post No. 1) Not exceeding 45 years of age
For Post No. 2) not exceeding 45 years of age
For Post No. 3) not exceeding 30 years of age

Tenure of appointment: On Contractual basis for a period of one year

Last date of Application: 20th – June - 2024

How to apply: Interested candidates should email their CV/Bio data, photo copies of certificates, mark sheets, and evidence of any other academic credentials to dic@nehu.ac.in/shillongdicnehu@gmail.com

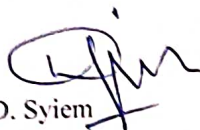
Date of Interview: 25th –June -2024

Venue: DIC office, NEICOD Building; Time 10.30 am

General Terms and conditions:

1. Only short listed candidates will be called for the interview
2. No TA/DA will be paid for attending the interview
3. Candidates have to produce the original certificates/ Mark sheets of their qualifications, age and experiences before joining. If any of them are found incorrect, their selection will be automatically cancelled.
4. The position is entirely temporary for a period one year

Sincerely,



D. Syiem

Director
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