

JOB DESCRIPTION FOR VARIOUS POST UNDER SPIU/ SAMC

Sl. No	Name of Post	No. of Post	Approximate Remuneration	Duration of Engagement
1.	Assistant Director (SAMC)	1	₹ 50,000/- per month	1 year
2.	Data Entry Operator (SAMC)	1	₹18,000/- per month	1 year
3.	ITI Specialist (SPIU)	1	₹ 45,000/- per month	1 year

Minimum Qualification and Description of Duties:

1. Assistant Director : B.E /B. Tech from recognized University and minimum of 3 (three) years experience in manufacturing product/ teaching / construction. Knowledge of Mizo language upto VIIIth Standard.

Brief Description of Duties:

- i. Coordinate/ establish liaison with establishment under the manufacturing/ service sector/ Industry cluster/ Associations.
- ii. Monitor and expand the Apprenticeship Training from the present manufacturing related trades to service sectors.
- iii. Collect data of all employers and assist industry
- iv. Effective capacity building, holding of workshop and awareness programmes.
- v. Establish Structure for information facilitation and support.
- vi. Preparing effective communication strategies.
- vii. Assist Dual apprenticeship program (Dual Training Mode)

2. Data Entry Operator (DEO) : HSSLC with Govt. approved 6 (six) months Certificate in Computer Application (CCA) from recognized Institute and computer typing speed of 30 words per minute. Knowledge of Mizo language upto VIIIth Standard.

Brief Description of Duties: Data entry and other works assigned to him/ her.

3. ITI Specialist : B.E /B. Tech from recognized University. Knowledge of Mizo language upto VIIIth Standard.

Brief Description of Duties:

- i. Designing and Running IT base MIS System and to generate real time reports / status of all types of skill development initiatives of the State.
- ii. Manage & oversee the IT/MIS activities at State Project Implementing Unit.
- iii. Data analysis and data management with respect to generate real time reports for skilling programmes across the State.
- iv. Identify, generate, classify and maintain database for timely generation of reports and statistics.

Note: Applicants should apply only in PRECRIBED Application Form. Applications not complete in all aspects and without supporting documents is liable to be summarily rejected