

**OFFICE OF THE  
COMMUNITY INSTITUTE OF TECHNOLOGY**  
Amlarem , West Jaintia Hills, Meghalaya  
Dated. 09-08-2025.



**Job Advertisement**

The Community Institute of Technology invites application from eligible candidates for the following post on contractual basis.

Sl.No	Name of the Post	Place of Posting	Minimum Salary	Job Description
1	Office Management and MIS Trainer	Amlarem, West Jaintia Hills	15000	Details at Annexure 1
2	Baking Technician – Cakes & Cookies Trainer	Amlarem, West Jaintia Hills	12000	Details at Annexure 1
3	Mobile Repairing Trainer	Amlarem, West Jaintia Hills	14000	Details at Annexure 1

**General Instructions**

1. Interested applicants are requested to submit their resume through the provided email : **citjob13@gmail.com** on or before the **16<sup>th</sup> August 2025**.
2. The candidates will be shortlisted for Interview on the basis of eligibility criteria for Minimum Qualification.
3. Only valid qualifications will be accepted and call for the Practical and Personal interview
4. The certificate/documents in original are to be produced at the time of interview

**ANNEXURE 1**

**Details of the post**

<b>Post Sl.No</b>	<b>Name of the Post</b>	<b>Job Description</b>	<b>Eligibility</b>	<b>Place of Posting</b>	<b>Minimum Salary (Per month)</b>
1	Office Management & MIS Trainer	Responsible for providing training in computer fundamentals, office software, data entry, MIS, reporting. The trainer equips learners with practical skills required for administrative, clerical, and data management roles in private, government, or NGO sectors.	<p><b>Essential</b> - Bachelor's Degree in Computer Applications, IT, or any relevant discipline.</p> <p><b>Desirable</b> -</p> <ol style="list-style-type: none"> <li>1. Diploma or Certification in Office Automation or MIS Training.</li> <li>2. Minimum 1 years of experience in training or office IT roles.</li> <li>3. Experience in training Data Management and MIS reporting</li> <li>4. Proficient in MS Office, data entry techniques, office management procedures and internet tools.</li> </ol> <ol style="list-style-type: none"> <li>1. Good communication and presentation skills in local and English language.</li> </ol>	Amlarem, West Jaintia Hills	15000 /-
2.	Baking Technician – Cakes & Cookies Trainer	Responsible for conducting hands-on training in cake and cookie baking. The trainer will ensure delivery of both theoretical and practical sessions aligned with prescribed curriculum and food safety standards, while encouraging entrepreneurship and employability in the baking sector.	<p><b>Essential</b> - Minimum <b>10th pass</b> with <b>Certificate/Diploma in Bakery &amp; Confectionery</b> from a recognized institute.</p> <p><b>Desirable</b> -</p> <ol style="list-style-type: none"> <li>1. Minimum <b>2 years</b> of hands-on experience in baking, especially <b>cakes and cookies</b>.</li> <li>2. Prior experience as a <b>trainer or bakery professional</b> is preferred.</li> <li>3. Strong teaching, mentoring, and communication skills.</li> <li>4. Good communication skills in the local language (basic English a plus).</li> </ol> <ol style="list-style-type: none"> <li>1. Ability to train women, youth, and mixed groups</li> </ol>	Amlarem, West Jaintia Hills	12000 /-
3.	Mobile Repairing	Responsible for delivering hands-	<b>Essential</b> – ITI / Diploma in Electronics/Mobile	Amlarem, West	14000 /-

	Trainer	<p>on and theoretical training in mobile phone hardware and software repair. The trainer equips students with practical skills to diagnose, troubleshoot, and repair smartphones and feature phones, preparing them for employment or entrepreneurship in the mobile service sector.</p>	<p>Repairing, or related field.</p> <p><b>Desirable -</b></p> <ol style="list-style-type: none"> <li>1. Minimum 1 year of hands-on experience in mobile phone repair.</li> <li>2. Strong knowledge of both Android and basic iOS repairs is desirable.</li> <li>3. Good communication and teaching skills in local language.</li> <li>4. Ability to work with youth from rural and diverse backgrounds.</li> </ol> <ol style="list-style-type: none"> <li>1. Entrepreneurial experience in running or managing a repair business.</li> </ol>	Jaintia Hills	
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