

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF COMMERCE & INDUSTRIES**

Plot No. L/D-015, Lower Nongrim Hills, Shillong, Meghalaya – 793003

**Requirement for Recruitment to the post of Prototype Technician in the
Commerce & Industries Department for the Innovation and Research Centre (IRC)
under RAMP Scheme of The Ministry of MSME**

No. DCI/RAMP/IRC/2025/143

Dated Shillong, the 13th November 2025

The Directorate of Commerce and Industries, Government of Meghalaya, under the Raising and Accelerating MSME Performance (RAMP) Programme, intends to engage a Technical Expert (Prototyping) on contractual basis to support the establishment and functioning of the Innovation and Research Centre (IRC) located within the Directorate premises. The engagement will be initially up to March 2027, extendable subject to satisfactory performance and continuation of the project.

1. Name of the Position: Prototype Technician

2. Number of Positions: 01 (One)

3. Place of Posting: Innovation and Research Centre, Directorate of Commerce and Industries,
Shillong

4. Nature of Engagement: Contractual (co-terminus with the RAMP project, initially up to March 2027)

5. Roles and Responsibilities:

- Assist in setting up, maintaining, and operating prototyping and fabrication equipment at the Innovation and Research Centre.
- Support MSMEs and artisans in developing prototypes, design improvements, and product diversification.
- Maintain technical documentation and records of prototyping activities.
- Support innovation workshops, training, and demonstration sessions at the Centre.

6. Eligibility Criteria:

(a) Educational Qualification:

- Bachelor's Degree/ Diploma in **Mechanical Engineering, Mechatronics, Manufacturing Engineering, Design and Prototyping, Industrial Design, Digital Fabrication or Maker Technology, Industrial and Production Engineering, Instrumentation Engineering, Prototype Engineering** or related disciplines from a recognized University/Institution.
- Candidates with **Master's degree** with specialization in **Product Design, 3D Printing, or Rapid Prototyping, Industrial Design, Digital Fabrication** will be preferred.

(b) Experience:

- **Essential:** Candidates with experience in supporting MSMEs, start-ups, or incubation centres will be given preference.

- **Desirable:** 2 years of experience in prototyping, product design, fabrication, or operation of prototyping tools and machinery (such as 3D printers, CNC machines, laser cutters, etc.) in a recognized organization, research centre, or innovation lab.

(c) Age Limit:

- Maximum 40 years as on 1st November 2025 (age relaxation as per Government norms).

(d) Skills and Competencies:

- Hands-on experience in CAD/CAM software (AutoCAD, SolidWorks, Fusion 360, etc.).
 - Familiarity with prototyping materials, digital fabrication tools, and design testing.
 - Strong problem-solving and teamwork abilities.
 - Good communication and documentation skills.
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7. Remuneration:

- Consolidated Rs.55,000/- per month (inclusive of all taxes)
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8. Selection Process:

Shortlisted candidates will be called for an **interview and/or practical test**. The Directorate reserves the right to shortlist candidates based on qualifications and experience.

9. How to Apply:

Interested candidates may submit their application in prescribed CV format along with self-attested copies of educational and experience certificates, address proof, certificate of age proof, passport-size photograph, caste certificate (if any) and email to the Office of the Director, Directorate of Commerce and Industries, Plot No. L/D-015, Lower Nongrim Hills, Shillong, Meghalaya – 793003, or through email to meghalaya.ramp.scheme@gmail.com on or before 28th November 2025.

10. General Terms:

- The post is purely contractual and does not confer any right for regularization in Government service.
 - Incomplete applications or those received after the last date will not be entertained.
 - The Directorate reserves the right to cancel or modify the recruitment process without assigning any reason.
 - No TA/DA to be provided to attend the interview.
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Sd/-
Director of Commerce & Industries

CV FORMAT

Photograph

PARTICULARS TO BE FILLED

1. Name : _____

2. Age : _____

3. Email : _____

4. Contact details : _____

5. Address : _____

6. Position applying for : _____

7. Educational Qualification : _____

8. Whether ST / SC : _____

9. Experience : _____

10. Any Additional information :

(additional sheets may be attached)

Declaration :

I confirm to the best of my knowledge that the information declared above on this application is true and correct.

Place :

Date :

Signature

