

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE GENERAL MANAGER::DISTRICT COMMERCE & INDUSTRIES CENTRE**  
**EAST KHASI HILLS DISTRICT::SHILLONG**

Address: Industrial Estate, Short  
Round Road, Lumjingshai, Shg-1  
Email Id: gmdcic.ekh-meg@gov.in  
☎ 0364-2590117

No. DCIC(EKH)/RAMP.1209/2024/Vol.III/158;

Dt: Shillong, the 1<sup>st</sup> April, 2025.

To ✓

Principal,  
Indian Institute of Hotel Management  
Mawdiang diang

HOD I/C (D)  
8/03/04/25

Sub: Requirement of Passed Out Students for Internship Programme in Hotel Industry.

Sir/Madam,

With reference to the subject cited above, I am pleased to inform you that the office of the undersigned is implementing the Raising & Accelerating MSME Performance (RAMP) initiative, a concerted effort supported by the World bank and Ministry of MSME, Government of India, aimed at fortifying the performance of Micro, Small & Medium Enterprises (MSMEs) in our state.

As part of the RAMP program, a paid internship of ₹ 10,000/- per month shall be provided to selected aspiring entrepreneurs for a period of 3 months in leading hotels in our district which aims to offer practical training and hands-on experience to individuals interested in pursuing career in hospitality industry.

Therefore, we kindly request you to extend your services to us by providing the list of graduates (preferably those engaging in hospitality services) from your institute for us to screen and co-ordinate with them for the said programme. Selection for the same will be done by the Directorate of Commerce & Industries.

Please find herewith copy of curriculum vitae and list of documents to be submitted.

This is for your kind information and necessary action.

Yours faithfully,



(Shri A. Malngiang)  
General Manager,

District Commerce & Industries Centre,  
East Khasi Hills District, Shillong.

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**OFFICE OF THE GENERAL MANAGER::DISTRICT COMMERCE & INDUSTRIES CENTRE**  
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No. DCIC(EKH)/RAMP.1209/2024/Vol.III/198;

Dt: Shillong, the 25<sup>th</sup> April, 2025.

To

✓ The Principal,  
Institute of Hotel Management,  
Mawkasiang, Mawdiangdiang,  
Shillong-793018.

Handwritten: AOD 1/10/10  
to 28/04/20

Sub: Requirement of Passed Out Students for Internship Programme in Hotel Industry.

Sir/Madam,

With reference to the subject cited above and in continuation to letter No. DCIC(EKH)/RAMP.1209/2024/Vol.III/158; Dtd. 1<sup>st</sup> April, 2025, as per our discussion at your office chamber I am enclosing herewith copy of advertisement for industry internship received from the Director of Commerce & Industries, Meghalaya, Shillong alongwith CV format.

Therefore, I request you to kindly make wide publicity of the same for the success of the programme.

Yours faithfully,

Enclo: As stated.

for (Shri A. Malngiang)  
General Manager,  
District Commerce & Industries Centre,  
East Khasi Hills District, Shillong.

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

Plot No.L/D 015 Lower Nongrim Hills, Shillong-793003 Email: [industries-meg@gov.in](mailto:industries-meg@gov.in)

**ADVERTISEMENT**

No.M/Dind/MSME/25/2024/388

Dated Shillong, the 16<sup>th</sup> April, 2025

The Department of Commerce and Industries, Government of Meghalaya, invites application for the Industry Internship under the Raising and Accelerating MSME Performance (RAMP) program, a World bank funded, MoMSME scheme.

**The Internships are available in the following Sectors:**

1. **Textiles including Handloom:** Exposure in textile industry and handloom units
2. **Hospitality:** Opportunity to learn in hotel operations including housekeeping, culinary arts, and customer service

**Key Details:**

- **Duration:** 3 months
- **Eligibility:** Open to student, diploma holders/certificate holders, practitioners, and passionate individuals looking to build a career in these fields. Applicants must be at least 18 years old and willing to travel (including outside the state) for a period of 3 months.
- **Location:** Currently the internships are provided in the following organisations:
  - Hospitality: Polo Group Hotels across Meghalaya; Vivanta- Shillong
  - Textiles/Handloom: Orient Processors, Guwahati; Mahura Weaves, Mangaldoi, Assam
  - More organisations and locations shall be tied up based on requirements
- **Stipend:** Interns will receive a monthly stipend of Rs.10, 000/- during their internship period of 3 months. An additional one-time travel support of Rs.500.00 shall be paid in the 1<sup>st</sup> month.
- **Food & Accommodation:** Expenses for food and accommodation has to be borne by the candidates. Assistance shall be provided in arranging the same.

**Last Date of Submission of Application: 9<sup>th</sup> May 2025**

**How to Apply:**

Application forms are available in the departmental website: [megindustry.gov.in/notifications](http://megindustry.gov.in/notifications) and at the Offices of the General Manager, District Commerce & Industries Centre in each district. Filled application forms should be submitted to the same District office supported by necessary documents-

1. Passport photo,
2. Bank passbook
3. copy/cancelled cheque,
4. Aadhar/EPIC,
5. Qualification and Experience certificates.
6. Police Verification (applicable on hospitality sector)

Sd/-

Director of Commerce & Industries

# CV Format

**Photograph**

**Name:**

**Age:**      **Email:**

**Contact Info:**

**Mobile No:**

**Secondary Contact:**

**Profile (Applying for)**

**Address:**

**Bank A/c No:**

**Bank Name:**

**IFSC Code:**

**About yourself:**

**Education:**

**Experience (If any):**

**Signature**

# CV FORMAT

**Photograph**

**Name:**  
**Age:**  
**Email:**

**Profile (Applying for)**  
**Textile Designing**

**Contact Info:**  
**Mobile No: Secondary Contact:**  
.....

**Address:**  
.....

**Bank A/c No:**  
**Bank Name:**  
**IFSC Code:**

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**About yourself:**  
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**Education:**  
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.....  
**Experience (If any):**  
.....  
.....

**Signature**

**List of Documents to be submitted:**

1. Address Proof
2. Education Proof
3. Technical Qualification Proof
4. Experience Proof
5. Bank Account Details