



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003
(Reg No. SR/MBDA – 4/11 OF 2011)
Phone: +91-364- 2522921/2522992
Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

No.MBDA(HR)/SCEP/794/2022/Vol-I/961

Dated, Shillong, 6th August, 2025

ADVERTISEMENT

The Meghalaya Basin Development Authority (MBDA) is hiring the following position for the State Capability Enhancement Project (SCEP) – Government Innovation Lab (GIL). MBDA invites applications from eligible candidates to fill up the following positions on contractual basis.

The detailed information's regarding the application form link, advertisement, notification, and the Terms of Reference are made available in MBDA's website: <https://www.mbda.gov.in>

1. Positions Vacant:

Sl. No.	Position	Qualifications/Experiences/Skills	Place of Posting	No. of Vacancy	Pay
1.1	Media & Communications Lead	Qualifications: 1. Post Graduate in Mass Communication & Journalism or in a relevant field such as public administration, public health, environmental policy, education, gender studies, economics and management from a recognized institution is mandatory. 2. Diplomas and Certifications that are in line with the current role will be preferable. Experience & Skills: 1. 5+ years of relevant work experience in the media and communications sector, with either published articles, documentaries, films, in one or more websites/journals/channels. 2. Ability to make good PowerPoint presentations and be well versed in Google Suite. 3. Hands-on experience in content management and basic knowledge of IT. 4. Good knowledge of SEO, keyword research, social media tools, AI and google tools. 5. Ability to speak and write in any local language (Khasi, Garo or Pnar) is mandatory Link for submission of applications: https://forms.gle/aHZxkTnNnqjYVC6n9 Link for TOR: https://tinyurl.com/tormcl1	Shillong	01	Rs. 50,000/- plus allowances

- To apply for the positions listed above, please carefully review the Terms of Reference (TOR) provided. You can find the TOR link for the position: <https://tinyurl.com/tormcl1>
- For detailed information about the job advertisement, notifications which has the terms and conditions of recruitment and the Terms of Reference (TORs) for the positions mentioned above, please visit the MBDA website at <https://www.mbda.gov.in>.
- The deadline for submitting applications is by **5:00 PM on 16th August, 2025.**

Sd/-

General Manager- Human Resources
Meghalaya Basin Development Authority



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NOTIFICATION

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2. Essential Skills for the positions: Strong written and verbal communication skills are essential, along with expertise in basic computer applications such as word processing, spreadsheets, and PowerPoint presentations. Additional skills required for each position are listed above. Proficiency in IT skills, including Microsoft Office and G Suite applications (Google Docs, Sheets, and Slides), is also necessary, particularly the ability to create impactful presentations.

3. Age Limit: Should be within 45 years old.

4. Place of Posting: Selected candidate shall be posted at the location mentioned above which will entails frequent travelling to the project sites.

5. Remuneration:

5.1. The monthly fees or emolument shall be as mentioned in the pay column or TOR.

6. Duration of Contract:

- 6.1.** The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction and continuance of the project you are engaged with.
- 6.2.** A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidate with the SCEP to that effect.

7. How to Apply:

- 7.1. To apply for the positions listed above, please carefully review the Terms of Reference (TOR) provided for the role. You can find the TOR link for the position: <https://tinyurl.com/tormcl1>
- 8.** For detailed information about the job advertisement, notifications which has the terms and conditions of recruitment and the Terms of Reference (TORs) for the positions mentioned above, please visit the MBDA website at <https://www.mbda.gov.in>.
- 9.** The deadline for submitting applications is by **5:00 PM on 16th August, 2025**.

10. Selection Process:

- 10.1. There will be written/technical test and personal interview for the positions. Written/Technical test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 10.2. The Written Test/ Personal Interview will be held only in Shillong.

11. General Information:

- 11.1. The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBDA reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.
- 11.2. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the screening test/written/interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the MBDA website, www.mbda.gov.in and office notice board.
- 11.3. MBDA reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
- 11.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, MBDA reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.
- 11.5. The number of vacancies indicated in the advertisement and notification is tentative. MBDA reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.
- 11.6. MBDA reserves the right to extend the closing date for receipt of applications. MBDA also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.
- 11.7. No TA/DA shall be paid for attending written test and interview.
- 11.8. Canvassing of any kind will render to disqualification.
- 11.9. Staff already working with MBDA, who are otherwise eligible can also apply. Their applications must be routed through their reporting officer. However, for newly appointed staff, he/she should complete a minimum period of one year in their current position.

Sd/-

**General Manager- Human Resources
Meghalaya Basin Development Authority**