



No.MBDA (HR-JICA)/98/2019/Pt/858

Dated, Shillong the 5<sup>th</sup> November 2024

**ADVERTISEMENT**

The Meghalaya Basin Development Authority (MBDA) invites applications from eligible candidate in prescribed format to fill up the following position on contractual basis. The detailed application form, advertisement and notification are available in MBMA's website <https://www.mbda.gov.in>

**1. Position:**

Sl. No.	Position	Desired Qualifications & Experiences	Monthly Emolument
1.1	Assistant Manager/ Programme Associate (Content Writer cum Photographer)	<p><b>Desired Qualification:</b> Master or Bachelor's Degree in Communications, Journalism, Marketing, Photography, or a related field. Certifications in photography, digital content creation, or project management are a plus. Portfolio showcasing both written and visual work to demonstrate skill versatility</p> <p><b>Desired Experience:</b> Minimum 3 years of experience in content creation, journalism, digital marketing, or photography, content management systems (CMS) and social media platforms.</p> <p><b>Essential Skills:</b> <b>Content Writing:</b> Strong writing, editing, and proofreading abilities to create compelling, engaging, and grammatically correct content. <b>Photography:</b> Expertise in photography, including a solid understanding of composition, lighting, and post-production editing. Proficiency with photo editing software like Adobe Photoshop or Lightroom is often essential. <b>Project Management:</b> Skills in managing timelines, coordinating with teams, and balancing multiple tasks. <b>Creativity &amp; Storytelling:</b> A strong creative vision with the ability to tell stories effectively through both words and visuals. <b>Analytical Skills:</b> Familiarity with content performance metrics and tools like Google Analytics to monitor and enhance content impact. <b>Collaboration:</b> Strong interpersonal skills managing team tasks effectively.</p>	Rs. 31,200/- For Assistant Manager & Rs. 22,100/- For Programme Associate Plus allowance as admissible
1.2	Assistant Manager (Video Editor cum Photographer)	<p><b>Desired Qualification:</b> Master or Bachelor's Degree in Journalism, Communications, Photography, Visual Arts, or a related field. Certifications in editing, photography, or project management can be advantageous. A collection of both editorial and photographic work, showcasing versatility, precision, and creativity.</p> <p><b>Desired Experience:</b> Minimum 3 years of experience in editorial roles, content management, or professional photography, work reflecting both edited and photographic pieces, showing a high standard of quality and creativity.</p> <p>Leadership Experience: Previous experience managing or mentoring junior editors, photographers, or freelance contributors would be preferred.</p> <p>Editorial Tools: Experience with editing tools like Grammarly, AP Stylebook, and CMS platforms.</p> <p><b>Essential Skills:</b> <b>Editing &amp; Proofreading:</b> Excellent skills in grammar, punctuation, and syntax with an eye for detail and the ability to polish content to professional standards. <b>Photography:</b> Strong knowledge of photography principles, including lighting, composition, and post-production editing. Proficiency with editing software like Adobe Lightroom and Photoshop is essential. <b>Content Strategy &amp; Storytelling:</b> Ability to structure content in a compelling narrative format and ensure brand consistency in visual and written content. <b>Digital Tools:</b> Familiarity with content management systems (CMS), digital asset management (DAM) systems, and social media platforms for publishing content. Analytical Skills: Understanding of content performance metrics and ability to use tools like Google Analytics to measure and refine content impact.</p>	Rs. 31,200/- Plus allowance as admissible
1.3	Programme Associate (Graphic Designer)	<p><b>Desired Qualification:</b> Master or Bachelor's Degree in Graphic Design, Visual Arts, Fine Arts, or a related field. Certifications in relevant design software, such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), or UI/UX design are advantageous.</p> <p><b>Desired Experience:</b> Minimum 1 year of experience in a graphic design role, either freelance, in-house, or with an agency.</p> <p><b>Essential Skills:</b> Expertise in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and knowledge of other tools like Sketch, Figma, or CorelDRAW. Strong aesthetic skills with the ability to balance color, layout, and typography to create visually appealing designs. Basic understanding of print production, including color formats (RGB vs. CMYK), DPI, and preparing files for print.</p>	Rs. 22,100/- Plus allowance as admissible

2. For applying the above positions; candidates have to fill the 'Application Form' from the following link: <https://forms.gle/F88487K7uThMY1RP9>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. For detail information about the positions are made available on MBDA's website <https://www.mbda.gov.in>
5. Last date for receipt of applications is **20<sup>th</sup> November 2024 (upto 05:00PM)** and applications received after the last date will not be considered.

**-Sd/-**  
**Executive Director**  
**Meghalaya Basin Development Authority**



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**NOTIFICATION**

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**1. Position:**

Sl. No.	Position	Desired Qualifications & Experiences	No. of Vacancy	Place of Posting	Monthly Emolument
1.1	Assistant Manager (Content Writer cum Photographer)	<p><b>Desired Qualification:</b> Master or Bachelor's Degree in Communications, Journalism, Marketing, Photography, or a related field. Certifications in photography, digital content creation, or project management are a plus. Portfolio showcasing both written and visual work to demonstrate skill versatility</p> <p><b>Desired Experience:</b> Minimum 3 years of experience in content creation, journalism, digital marketing, or photography, content management systems (CMS) and social media platforms.</p> <p><b>Essential Skills:</b></p> <p><b>Content Writing:</b> Strong writing, editing, and proofreading abilities to create compelling, engaging, and grammatically correct content.</p> <p><b>Photography:</b> Expertise in photography, including a solid understanding of composition, lighting, and post-production editing. Proficiency with photo editing software like Adobe Photoshop or Lightroom is often essential.</p> <p><b>Project Management:</b> Skills in managing timelines, coordinating with teams, and balancing multiple tasks.</p> <p><b>Creativity &amp; Storytelling:</b> A strong creative vision with the ability to tell stories effectively through both words and visuals.</p> <p><b>Analytical Skills:</b> Familiarity with content performance metrics and tools like Google Analytics to monitor and enhance content impact.</p> <p><b>Collaboration:</b> Strong interpersonal skills managing team tasks effectively.</p>	1	Shillong	Rs. 31,200/- For Assistant Manager & Rs. 22,100/- For Programme Associate Plus allowance as admissible
1.2	Assistant Manager (Video Editor cum Photographer)	<p><b>Desired Qualification:</b> Master or Bachelor's Degree in Journalism, Communications, Photography, Visual Arts, or a related field. Certifications in editing, photography, or project management can be advantageous. A collection of both editorial and photographic work, showcasing versatility, precision, and creativity.</p> <p><b>Desired Experience:</b> Minimum 3 years of experience in editorial roles, content management, or professional photography, work reflecting both edited and photographic pieces, showing a high standard of quality and creativity.</p> <p><b>Leadership Experience:</b> Previous experience managing or mentoring junior editors, photographers, or freelance contributors would be preferred.</p> <p><b>Editorial Tools:</b> Experience with editing tools like Grammarly, AP Stylebook, and CMS platforms.</p> <p><b>Essential Skills:</b></p> <p><b>Editing &amp; Proofreading:</b> Excellent skills in grammar, punctuation, and syntax with an eye for detail and the ability to polish content to professional standards.</p> <p><b>Photography:</b> Strong knowledge of photography principles, including lighting, composition, and post-production editing. Proficiency with editing software like Adobe Lightroom and Photoshop is essential.</p> <p><b>Content Strategy &amp; Storytelling:</b> Ability to structure content in a compelling narrative format and ensure brand consistency in visual and written content.</p> <p><b>Digital Tools:</b> Familiarity with content management systems (CMS), digital asset management (DAM) systems, and social media platforms for publishing content.</p> <p><b>Analytical Skills:</b> Understanding of content performance metrics and ability to use tools like Google Analytics to measure and refine content impact.</p>	1	Shillong	Rs. 31,200/- Plus allowance as admissible
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	<p><b>Essential Skills:</b> Expertise in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and knowledge of other tools like Sketch, Figma, or CorelDRAW. Strong aesthetic skills with the ability to balance color, layout, and typography to create visually appealing designs. Basic understanding of print production, including color formats (RGB vs. CMYK), DPI, and preparing files for print.</p>			
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2. **Essential Skills for the positions:** Good written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation, etc are the common essential skills requirement. Other skills required are mentioned above against each position.
3. **Age Limit:** Upto 45 years
4. **Place of Posting:** Selected candidate shall be posted at the location mentioned above.
5. **Remuneration:**
  - 5.1 The monthly emolument shall be as mentioned in the above column.
  - 5.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
  - 5.3 EPF contributions from both employee and employer.
6. **Duration of Contract:**
  - 1.1 The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MBMA and continuance of the project you are engaged with.
  - 1.2 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 MBMA to that effect.
7. **How to apply:**
  - 7.1 For applying the above positions; candidates have to fill the 'Application Form' from the following link: <https://forms.gle/F88487K7uThMY1RP9>
  - 7.2 All applications should be submitted through online mode only. No other mode of applications will be entertained.
  - 7.3 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
  - 7.4 The above links are also made available on MBDA website, <https://www.mbda.gov.in>
  - 7.5 Incomplete application shall not be entertained and is liable to be rejected.
  - 7.6 Last date for receipt of applications is **20<sup>th</sup> November 2024 (upto 05:00PM)** and applications received after the last date will not be considered.
  - 7.7 In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.
8. **Selection Process:**
  - 8.1 A Cover Letter on candidate's suitability and interest in the position (maximum 500 words) is mandatory for the position
  - 8.2 There will be written/assignment and personal interview for the position. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
  - 8.3 The Written Test/ Personal Interview will be held only in Shillong.
9. **General Information:**
  - 9.1 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. MBMA 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.
  - 9.2 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, <https://www.mbda.gov.in> and office notice board.
  - 9.3 MBMA 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.
  - 9.4 In case of non-availability of suitable candidates with prescribed qualifications and experience, MBMA 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.
  - 9.5 The number of vacancies indicated in the advertisement and notification is tentative. MBMA 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.
  - 9.6 MBMA reserves the right to extend the closing date for receipt of applications. MBMA 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.
  - 9.7 No TA/DA shall be paid for attending written test and interview.
  - 9.8 Canvassing of any kind will render to disqualification.
  - 9.9 Staff already working with MBDA/MBMA, 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/-  
**Executive Director**  
**Meghalaya Basin Development Authority**