



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

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### NOTIFICATION

No.MBMA(HR)/CLLMP/120/2020/ 914

Dated Shillong, 30<sup>th</sup> March, 2021

The Meghalaya Basin Management Agency (MBMA) invites applications from the following professionals for Living Root Bridges documentation, development and education in Meghalaya to be engaged on fixed term contractual period. Interested eligible candidate should submit their application in prescribed format. The detailed advertisement, notification, application form, and the Terms of Reference are available on MBMA's website <https://www.mbda.gov.in>

#### 1. Positions:

| Sl. No. | Positions           | Desired Qualifications & Experiences   | No. of Vacancy | Place of Posting   | Monthly Emolument     |
|---------|---------------------|--|----------------|--|-----------------------|
| 1.1     | Visual Communicator | <p><b>Desired Qualification:</b> Bachelors or Masters Degree in Visual Communication or Film/ Videography/ Photography/ Mass Communication.</p> <p><b>Desired Experience:</b></p> <ol style="list-style-type: none"> <li>1. Minimum 03 (three) years experience in the fields of visual communication, photography, film, website development, indigenous <i>storytelling and behavioural change</i></li> <li>2. Experience in Meghalaya especially nature-culture related themes</li> <li>3. Experience in developing innovative community solutions for preservation and revitalization of traditional knowledge and bio-cultural heritage</li> <li>4. Experience in awareness programs, capacity-building activities, field research and data collection in indigenous context, preferably Meghalaya</li> <li>5. Prior experience in relevant areas would be given preferable.</li> </ol> <p><b>Essential Skills:</b> Working knowledge of Adobe Photoshop and Adobe Premiere or equivalent software. Strong writing, imagination, drawings skills will be considered valuable.</p> <p><b>Requirement:</b> Apart from filled application form and CV, a communication design, photo-video-website-storytelling portfolio is a must with specific focus on community engagement.</p> <p><b>Note:</b> Fresh graduates/interns are welcome to submit work portfolio and resume. Applications will be considered depending on need.</p> | 01 (one)       | Reporting in Shillong. Frequent travel/stay with communities in Living Root Bridge Village/Site. | Rs.40000/- (Flexible) |

2. **Essential Skills:** Good communication skills, written and verbal as well as familiarity with Word Processing, Spread Sheets and Power Point Presentation are essential for all position.
3. **Age Limit:** It is flexible.
4. **Place of Posting:** Reporting in Shillong. Frequent travel/stay with communities in Living Root Bridge Village/Site.
5. **Remuneration:**
  - 5.1 The monthly emolument shall be as mentioned in the above column.
  - 5.2 An additional OPE (Out of Pocket Expenses) shall be provided as per eligibility.
6. **Duration of Contract:**
  - 1.1 The duration of contract will be for a period of 01 (one) year w.e.f. from the date of joining. Since, these positions are for a fixed term contract, the incumbent are expected to complete the project within the specified time period.
  - 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 candidates with the MBMA to that effect.
7. **Prescribed Application Form:** Prescribe application form can be downloaded from MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in) "Or" can be obtained free of cost from the O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya-793003.

8. **Mode of Submission of Filled Application Form:**

- 8.1 **“By Post or Direct Submission” to the Office of the Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003**  
“Or” **“Via-email”** to [recruitmentmbda20@gmail.com](mailto:recruitmentmbda20@gmail.com).
- 8.2 Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as **“Application for the position of \_\_\_\_\_”**.
- 8.3 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 8.4 Candidate must enclose along with the Application Form, recent passport size photograph, and self attested copies of the following documents;
- 8.4.1 Filled Application form
  - 8.4.2 Updated Resume
  - 8.4.3 Educational qualifications certificates
  - 8.4.4 Proof of Experience or Experience Certificates
  - 8.4.5 Latest salary slips or proof of salary from the current or previous organizations
  - 8.4.6 Additional or technical qualifications certificates (if any)
  - 8.4.7 Detailed Work portfolios for the position being applied (mandatory)
  - 8.4.8 Identity Proof (PAN Card or Aadhar Card)
- 8.5 In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.
- 8.6 Incomplete application shall not be entertained and is liable to be rejected. However, an extra sheet of A4 size may be attached, wherever necessary, mentioning the serial no.
- 8.7 Last date for submission of applications is 12<sup>th</sup> April (upto 5.00 p.m.). Application received after the last date will be not be entertained and MBMA will not be responsible for any kind of postal loss or transit delay.

9. **Selection Process:**

- 9.1 There will be written test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 9.2 The Written Test/ Personal Interview will be held only in Shillong.
- 9.3 Submission of detailed work portfolios for the position applied is mandatory in the selection process.

10. **General Information:**

- 10.1 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.
- 10.2 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/MBMA website, [www.mbda.gov.in](http://www.mbda.gov.in) and office notice board.
- 10.3 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.
- 10.4 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.
- 10.5 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.
- 10.6 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.
- 10.7 No TA/DA shall be paid for attending written test and interview.
- 10.8 Canvassing of any kind will render to disqualification.
- 10.9 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.

## 11. TERMS OF REFERENCES:

### **11.1 Visual Communicators:**

#### **11.1.1 Key Area of Interventions:**

- a. To engage with indigenous communities, carry out photo-video documentation of Living root bridge sites and create an online educational web portal

#### **11.1.2 Key Areas of Responsibilities:**

- a. Photo-video documentation of Living root bridge sites with focus on traditional horticultural knowledge, vernacular construction, tourism activities, community-based conservation and development
- b. Creating appropriate posters and films for awareness and behavioural change
- c. Creating an educational web portal to raise awareness, nurture responsible behaviour and participation of all stakeholders.

  
Executive Director  
Meghalaya Basin Management Agency