



# MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

No. MBMA(HR)/154/2021/ 763

Dated Shillong, the 18<sup>th</sup> July 2025

**ADVERTISEMENT**  
**(Walk-in-Interview)**

The Meghalaya Basin Management Agency (MBMA) invites a “Walk-in-Interview” of the following positions. Interested Candidates fulfilling the eligibility criteria may attend the Walk-in at the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong.** The detailed application form, advertisement and notification are available on the MBDA’s Website <https://www.mbda.gov.in>

**1. Position:**

Sl. No.	Position	Essential Qualifications & Experiences	Monthly Emolument	No. of Vacancy	Place of Posting
1.1	<b>Assistant Manager- (Social Media Specialist/ Knowledge Management)</b>	<b>Qualification:</b> Bachelor’s or Master degree in Mass Communication, journalism, marketing, graphic design. <b>Experience:</b> Minimum 03 years of experience in social media management, content creation and editorial, communications management. Experience in creating diverse content formats such as report, articles and multimedia. <b>Essential Skills:</b> 1.Excellent writing and editing skills in English with working knowledge of Khasi/ Pnar/ Garo. 2.Strong organizational skills, attention to detail and the ability to manage a variety of tasks simultaneously and demonstrated ability to review and prioritize work independently and effectively. 3. Strong interpersonal skills and stakeholder management 4. Technical Skills with/ understanding of basic website design (HTML, CSS), image/ video/ sound editing (Abode Design Suite and the like)	Rs. 31,200/-	1	Shillong
1.2	<b>Programme Associate – Media and Communications</b>	<b>Qualification:</b> Bachelor’s or Master degree in Mass Media/ Mass Communication, Journalism, Film Making & Photography. <b>Experience:</b> Minimum 01 years of experience in the relevant field. <b>Essential Skills:</b> 1. Good verbal and communication skill. 2. Creative acumen with working knowledge of photography, video development, editing, report writing and MS Office. 3. Proficient in content creation for digital applications, videos, presentation, documents, etc. 4. To develop training materials such as user manual, videos, presentations, etc. for the applications.	Rs. 22,100/-	3	Shillong (1) and Tura (2)
1.3	<b>District Coordinator – PRIME Rural</b>	<b>Qualification:</b> Bachelor’s or Master degree in Social Science, Rural Development and Management. <b>Experience:</b> Minimum 03 years of experience in grassroots program implementation or incubation <b>Essential Skills:</b> 1. Strong communication and stakeholder management skills 2. Familiarity with rural entrepreneurship, government schemes, and renewable energy implementation preferred 3. Fluency in English and local languages (Khasi/ Garo/ Jaintia) is desirable 4. Willingness to travel extensively and work from rural field location.	Rs. 31,200/-	7	Khasi, Jaintia and Garo Hills

**2. Date & Time for “Walk-in-Interview”**

Sl No.	Date of Interview	Time for Registration	Position	Venue
1.1	30-07-2025	09:00 am – 11:00 am	<b>1.1 Assistant Manager- (Social Media Specialist/ Knowledge Management)</b> <b>1.2 Programme Associate – Media &amp; Communications</b> <b>1.3 District Coordinator – PRIME Rural</b>	<b>O/o Meghalaya Basin Development Authority, Nongrim Hills, Behind Bethany Hospital, Shillong, 793001.</b>
1.2	31-07-2025	09:00 am – 11:00 am		
1.3	01-08-2025	09:00 am – 11:00 am		

**3. Documents Required:** Candidate should bring along with the following documents:

- a) Updated Resume
- b) Recent Passport size photograph (1)
- c) Original Certificates (for verification)
- d) Self-attested copies of educational qualifications, marksheets, age certificate, experience certificates etc.

-Sd/-  
**General Manager – Human Resources**  
**Meghalaya Basin Management Agency**



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**2. Age Limit:** Upto 45 years

**3. Place of Posting:** Selected candidate shall be posted at the location mentioned above.

**4. Remuneration:**

- 4.1 The monthly emolument shall be as mentioned in the above column.
- 4.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
- 4.3 EPF contributions from both employee and employer.
- 4.4 Medical insurance coverage shall also be provided as an additional benefit.

**5. Duration of Engagement:**

- 5.1 The duration of engagement will be initially for a period of 01 (one) year. The engagement may be renewed subject to the performance satisfaction of MBMA and continuance of the project you are engaged with.
- 5.2 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.

**6. General Information:**

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 No TA/DA shall be paid for attending written test and interview.
- 6.8 Canvassing of any kind will render to disqualification.
- 6.9 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/-**

**General Manager – Human Resources  
Meghalaya Basin Management Agency**