



MEGHALAYAN AGE LTD.
A Government of Meghalaya Undertaking

Regd. Address: Ground Floor of Meghalaya Basin Development Authority, Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills
(CIN No. U74999ML2020SGC013727)

Phone number: 0364-2210358

Email ID: map.meghalaya@gmail.com

No. MAL/03/2020/255

Dated Shillong, 5th July, 2021

ADVERTISEMENT

The Meghalayan Age Ltd (MAL) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis.

| Sl. No. | Position | Desired Qualifications & Experiences | No. of Vacancies | Monthly Emolument |
|----------------|----------------------------|---|-------------------------|--------------------------|
| 1.1 | Administrative Coordinator | <p>Job Responsibilities:</p> <ol style="list-style-type: none">1. Sound knowledge of office administration.2. Point person for maintenance, mailing, supplies, equipment, bills and errands.3. Organize and schedule meetings and appointments.4. Manage relationships with vendors, service providers and landlords, ensuring that all items are invoiced and paid on time.5. Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are maintained, supply requisitions are reviewed and approved and that clerical functions are properly managed. <p>Essential Skills:</p> <ol style="list-style-type: none">1. Good written and verbal communication.2. Demonstrated strong values and professional integrity.3. Strong interpersonal skills and ability to establish working relations with various teams.4. Very organized, able to manage multiple tasks simultaneously.5. Expert in the usage of computer and office software packages (MS Word, Excel, PPT, etc.).6. Knowledge in Typing, Xerox, Printing.7. Willingness to Travel for work purpose. <p>Desired Experience: Minimum 03 years of experience in office administration work</p> <p>Desired Qualification: Minimum of a graduate</p> | 1 | Rs.16,000/- |



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- 1. Age Limit:** Up to 35 years.
- 2. Place of Posting:** Selected candidate shall be posted in Shillong.
- 3. Remuneration:**
 - 3.1** The monthly emolument is mentioned in the above column.
 - 3.2** House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
- 4. Duration of Contract:** The above positions are on contractual basis.
 - 4.1** The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MAL and continuance of the project you are engaged with.
 - 4.2** 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 MAL to that effect.
- 5. Prescribed Application Form:** Prescribed application form can be downloaded from MBDA website, www.mbda.gov.in "Or" can be obtained free of cost from the **O/o Meghalaya State Secretariat, Room No- 238, Yojana Bhawan.**
- 6. Mode of Submission of Filled Application Form:**
 - 6.1** Direct Submission" to **O/o Meghalaya State Secretariat, Room No- 238, Yojana Bhawan** "Or" "Via-email" to hr.meghalayanage@gmail.com.
 - 6.2** 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 "_____"**".
 - 6.3** Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
 - 6.4** Candidate must enclose along with the Application Form, recent passport size photograph, and self-attested copies of the following documents.
 - 6.4.1** Filled Application form
 - 6.4.2** Updated Resume
 - 6.4.3** Educational qualifications certificates
 - 6.4.4** Proof of Experience or Experience Certificates
 - 6.4.5** Latest salary slips or proof of salary from the current or previous organizations
 - 6.4.6** Additional or technical qualifications certificates (if any)
 - 6.4.7** Identity Proof (PAN Card or Aadhar Card)
 - 6.5** 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.
 - 6.6** In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.
 - 6.7** Last Date for submission of application is **20th July 2021 up to 05:00 PM**. Application received after the last date will not be entertained and MAL will not be responsible for any kind of postal loss or transit delay.



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7. Selection Process:

7.1 There will be personal interview for the position.

8. General Information:

8.1 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. MAL reserves the right to restrict the candidates to be called for interview to a reasonable number based on qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.

8.2 Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the 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. Shortlisted candidates will be directly reached out by HR department.

8.3 The number of vacancies indicated in the advertisement and notification is tentative. MAL 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.

8.4 MAL reserves the right to extend the closing date for receipt of applications. MAL 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.

8.5 No TA/DA shall be paid for attending the interview.

Sd/-

[Shri. Robert Lyngdoh]
CAO
Meghalaya Age Limited

CC:

1. Shri. Vijay Kumar D, IAS, Chairman cum Managing Director, Meghalayan Age Limited, for kind information.
2. Shri. C. V. D. Diengdoh, IAS, Executive Director, Meghalayan Age Limited, for kind information.