



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, E-mail: admin.mbda@gov.in

No. MBMA (HR)/154/2021/498

Dated Shillong, 27th August, 2025

ADVERTISEMENT

The Meghalaya Basin Management Agency (MBMA) 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 MBDA's website <https://www.mbda.gov.in> and <https://www.mbma.org.in>

Sl. No.	Positions	Essential Qualifications & Experiences	No. of Vacancy
1.1	Manager (Design & Marketing)	Essential Qualification: Bachelor's / Master's Degree / PG Diploma in Design/ Visual Communication/ Fine Arts/ Marketing/ Business Administration/ Branding or equivalent from a recognized University/ Institute. Essential Experience: - At least 05 years of working experience in design, branding, marketing, or related field. -Hands-on experience in handicrafts, bamboo, cane, textiles, or sustainable/ natural material-based products is essential. -Proven track record in branding, product design, promotion, and market linkage (both domestic and international). -Experience in handling digital marketing platforms, social media, and content strategy preferred. Requirement and Skills: -Willingness to travel and work with grassroots producers and artisans. -Strong interpersonal, communication, and presentation and leadership skills. -Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc.)	01
1.2	Assistant Manager (Academics)	Essential Qualification: Master's degree in Education, Adolescent Development, Public Policy and Public Administration. Preference will be given to applicants with experience in working with Academia/ related project work. Essential Experience: At least 03 years of working experience in a mentorship role, providing guidance and support to idea state projects. Self-starter with a proactive approach to problem-solving. Requirement and Skills: Strong interpersonal, communication, and presentation skills. -Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc.). -Experience in organizing and conducting workshops and training sessions. -Connections with existing academia landscape in Meghalaya. -Ability to coordinate with faculty, trainers, and academic stakeholders. -Good organizational and documentation skills. -Willingness to travel extensively across the State	01

1. For applying the above positions; candidate has to fill the 'Application Form' from the following link; <https://forms.gle/CYZwDS3yAHEHqumu6>
2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
3. For detail information about the positions and the terms of reference are made available on MBDA's website: <https://www.mbda.gov.in> and <https://www.mbma.org.in>
4. Last date for receipt of applications is 05th September 2025 (Up to 5:00 pm) and applications received after the last date will not be considered.

-Sd/-

General Manager (HR)

Meghalaya Basin Management Agency



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NOTIFICATION

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1. Positions:

Sl. No.	Positions	Essential Qualifications & Experiences	No. of Vacancy	Place of Posting	Monthly Emolument
1.1	Manager (Design & Marketing)	Essential Qualification: Bachelor's / Master's Degree / PG Diploma in Design/ Visual Communication/ Fine Arts/ Marketing/ Business Administration/ Branding or equivalent from a recognized University/ Institute. Essential Experience: - At least 05 years of working experience in design, branding, marketing, or related field. Hands-on experience in handicrafts, bamboo, cane, textiles, or sustainable/ natural material-based products is essential. Proven track record in branding, product design, promotion, and market linkage (both domestic and international). Experience in handling digital marketing platforms, social media, and content strategy preferred. Requirement and Skills: -Willingness to travel and work with grassroots producers and artisans. -Strong interpersonal, communication, and presentation and leadership skills. -Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc.)	01	Shillong	Rs. 39,000/-
1.1	Assistant Manager (Academics)	Essential Qualification: Master's degree in Education, Adolescent Development, Public Policy and Public Administration. Preference will be given to applicants with experience in working with Academia/ related project work. Essential Experience: At least 03 years of working experience in a mentorship role, providing guidance and support to idea state projects. Self-starter with a proactive approach to problem-solving. Requirement and Skills: Strong interpersonal, communication, and presentation skills. -Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc.). -Experience in organizing and conducting workshops and training sessions. -Connections with existing academia landscape in Meghalaya. -Ability to coordinate with faculty, trainers, and academic stakeholders. -Good organizational and documentation skills. -Willingness to travel extensively across the State	01	Shillong	Rs. 31,200/-

- 1. 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.
- 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) will be included additionally as may be admissible from time to time.

5. Duration of Contract:

- 5.1 The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MBDA 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 MBDA to that effect.

6. How to Apply:

- 6.1 For applying the above positions; candidates have to fill the 'Application Form' from the following link; <https://forms.gle/CYZwDS3yAHEHqumu6>
- 6.2 All applications should be submitted through online mode only. No other mode of applications will be entertained.
- 6.3 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 6.4 The above links are also made available on MBDA website, www.mbda.gov.in
- 6.5 Incomplete application shall not be entertained and is liable to be rejected.
- 6.6 Last date for receipt of applications is 05th September 2025 (Upto 05:00PM) and applications received after the last date will not be considered.
- 6.7 In respect of candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.
- 6.8 Meghalaya citizens residing outside the state with relevant expertise and experience are encouraged to apply for the advertised post.

7. Selection Process:

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

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. 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.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 No TA/DA shall be paid for attending written test and interview.
- 8.8 Canvassing of any kind will render to disqualification.
- 8.9 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 (HR)
Meghalaya Basin Management Agency