



# 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)

## ADVERTISEMENT

No. MBDA/MBMA -4/Vol-VII/2013/1347

Dated Shillong, 11<sup>th</sup> July' 2022

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate to fill up the following positions on contractual basis to be posted at **Shillong and Tura** respectively. The detailed application form link, advertisement and notification are available in MBDA's website: <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Positions	Desired Qualifications and Experiences	Monthly Emolument
1.1	Sr. Manager (Content Developer)	<p><b>Desired Qualification:</b> Bachelor's or Master degree in English / Journalism &amp; Communication/Media or related fields.</p> <p><b>Desired Experience:</b> Minimum 06 years of work experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Fluent in Adobe Premiere Pro software.</li> <li>2. Assembling raw footage and editing.</li> <li>3. Following a script, screen play or outline.</li> <li>4. Inputting sound to enhance footage, which may include selecting music and writing voice- over inputting graphics to enhance footage.</li> <li>5. Digitally splicing film and video and synchronizing them into one rough cut file.</li> <li>6. Improving and correcting lighting, coloring and faulty footage.</li> </ol>	Rs.36,000/- plus allowances
1.2	Manager (Content Developer)	<p><b>Desired Qualification:</b> Bachelor's or Master degree in English / Journalism &amp; Communication/Media or related fields.</p> <p><b>Desired Experience:</b> Minimum 05 years of work experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Fluent in Adobe Premiere Pro software.</li> <li>2. Assembling raw footage and editing.</li> <li>3. Following a script, screen play or outline.</li> <li>4. Inputting sound to enhance footage, which may include selecting music and writing voice- over inputting graphics to enhance footage.</li> <li>5. Digitally splicing film and video and synchronizing them into one rough cut file.</li> <li>6. Improving and correcting lighting, coloring and faulty footage.</li> </ol>	Rs.30,000/- plus allowances
1.3	Deputy Manager (Content Developer)	<p><b>Desired Qualification:</b> Bachelor's or Master degree in English/ Journalism &amp; Communication/Media or related fields</p> <p><b>Desired Experience:</b> Minimum 04 years of work experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of typography, design principles, layouts</li> <li>2. Knowledge of creative processes, brand development and visual design</li> <li>3. Skilled in Adobe Photoshop, Illustrator, Corel Draw, etc.</li> <li>4. Awareness of social media sites' recommended practice for graphics and video material.</li> <li>5. Experience as a graphic designer or in related field.</li> <li>6. Demonstrable graphic design skills with strong portfolio</li> </ol>	Rs.26,000/- plus allowances
1.4	Assistant Manager (Content Developer)	<p><b>Desired Qualification:</b> Bachelor's or Master degree in English/ Journalism &amp; Communication/Media or related fields</p> <p><b>Desired Experience:</b> Minimum 03 years of work experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of typography, design principles, layouts</li> <li>2. Knowledge of creative processes, brand development and visual design</li> <li>3. Skilled in Adobe Photoshop, Illustrator, Corel Draw, etc.</li> <li>4. Awareness of social media sites' recommended practice for graphics and video material.</li> <li>5. Experience as a graphic designer or in related field.</li> <li>6. Demonstrable graphic design skills with strong portfolio</li> </ol>	Rs.24,000/- plus allowances

.5	Programme Associate (Content Developer)	<p><b>Desired Qualification:</b> Bachelor's or Master degree in English/ Journalism &amp; Communication/Media or related fields</p> <p><b>Desired Experience:</b> Minimum 01 year of work experience in social media management, content creation and editorial, communications management, videographer, editor, creative maker related field.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of typography, design principles, layouts</li> <li>2. Knowledge of creative processes, brand development and visual design</li> <li>3. Skilled in Adobe Photoshop, Illustrator, Corel Draw, etc.</li> <li>4. Awareness of social media sites' recommended practice for graphics and video material.</li> <li>5. Experience as a graphic designer or in related field.</li> <li>6. Demonstrable graphic design skills with strong portfolio</li> </ol>	Rs.17,000/- plus allowances
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**2. How to Apply:** To apply for the above positions, you can either fill in the following online form or through hard copy.

2.1. **For Applying Online;** link to online application form <https://tinyurl.com/cdtonline>

2.2. For Applying through hard copy; link to the "Application Form" in PDF format <https://tinyurl.com/formcdt>

2.3. All applications will be reviewed on rolling basis and the position will remain open until filled

*Sd/-*

**Assistant General Manager (Human Resources)  
Meghalaya Basin Development Authority**



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

No. MBDA/MBMA -4/Vol-VII/2013/1347

Dated Shillong, 11th July' 2022

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate to fill up the following positions on contractual basis to be posted at **Shillong and Tura** respectively. The detailed application form link, advertisement and notification are available in MBDA's website: <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Positions	Desired Qualifications and Experiences	Monthly Emolument	No. of Vacancy	Place of Posting
1.1	Sr. Manager (Content Developer)	<b>Desired Qualification:</b> Bachelor's or Master degree in English / Journalism & Communication/Media or related fields. <b>Desired Experience:</b> Minimum 06 years of work experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker <b>Essential Skills:</b> 1. Fluent in Adobe Premiere Pro software. 2. Assembling raw footage and editing. 3. Following a script, screen play or outline. 4. Inputting sound to enhance footage, which may include selecting music and writing voice- over inputting graphics to enhance footage. 5. Digitally splicing film and video and synchronizing them into one rough cut file. 6. Improving and correcting lighting, coloring and faulty footage.	Rs.36,000/- plus allowances	01	Shillong/ Tura
1.2	Manager (Content Developer)	<b>Desired Qualification:</b> Bachelor's or Master degree in English / Journalism & Communication/Media or related fields. <b>Desired Experience:</b> Minimum 05 years of work experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker <b>Essential Skills:</b> 1. Fluent in Adobe Premiere Pro software. 2. Assembling raw footage and editing. 3. Following a script, screen play or outline. 4. Inputting sound to enhance footage, which may include selecting music and writing voice- over inputting graphics to enhance footage. 5. Digitally splicing film and video and synchronizing them into one rough cut file. 6. Improving and correcting lighting, coloring and faulty footage.	Rs.30,000/- plus allowances	01	Shillong/ Tura
1.3	Deputy Manager (Content Developer)	<b>Desired Qualification:</b> Bachelor's or Master degree in English/ Journalism & Communication/Media or related fields <b>Desired Experience:</b> Minimum 04 years of work experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker <b>Essential Skills:</b> 1. Knowledge of typography, design principles, layouts 2. Knowledge of creative processes, brand development and visual design 3. Skilled in Adobe Photoshop, Illustrator, Corel Draw, etc. 4. Awareness of social media sites' recommended practice for graphics and video material. 5. Experience as a graphic designer or in related field. 6. Demonstrable graphic design skills with strong portfolio	Rs.26,000/- plus allowances	01	Shillong/ Tura
1.4	Assistant Manager (Content Developer)	<b>Desired Qualification:</b> Bachelor's or Master degree in English/ Journalism & Communication/Media or related fields <b>Desired Experience:</b> Minimum 03 years of work experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker <b>Essential Skills:</b> 1. Knowledge of typography, design principles, layouts 2. Knowledge of creative processes, brand development and visual design 3. Skilled in Adobe Photoshop, Illustrator, Corel Draw, etc. 4. Awareness of social media sites' recommended practice for graphics	Rs.24,000/- plus allowances	01	Shillong/ Tura

		and video material. 5. Experience as a graphic designer or in related field. 6. Demonstrable graphic design skills with strong portfolio			
1.5	Programme Associate (Content Developer)	<b>Desired Qualification:</b> Bachelor's or Master degree in English/Journalism & Communication/Media or related fields <b>Desired Experience:</b> Minimum 01 year of work experience in social media management, content creation and editorial, communications management, videographer, editor, creative maker related field. <b>Essential Skills:</b> 1. Knowledge of typography, design principles, layouts 2. Knowledge of creative processes, brand development and visual design 3. Skilled in Adobe Photoshop, Illustrator, Corel Draw, etc. 4. Awareness of social media sites' recommended practice for graphics and video material. 5. Experience as a graphic designer or in related field. 6. Demonstrable graphic design skills with strong portfolio	Rs.17,000/- plus allowances	02	Shillong & Tura

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:**

6.1. 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.

6.2. 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:** To apply for the above position, you can either fill in the following online form or through hard copy:

7.1. **For Applying Online;** link to online application form <https://tinyurl.com/cdtonline>

7.2. **For Applying through hard copy:** link to the "Application Form" in PDF format: <https://tinyurl.com/formcdt>

7.3. Filled Application Form can also be submitted as hard copies to the O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003 or filled application form along with essential documents can be scanned and submitted via-email to [recruitmentmbda21@gmail.com](mailto:recruitmentmbda21@gmail.com) clearly indicating name of the position in the subject line.

7.4. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

7.5. The above links are also made available on MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in)

7.6. Incomplete application shall not be entertained and is liable to be rejected.

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. There will be written/technical test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

8.2. 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, [www.mbda.gov.in](http://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.
- 9.10. All applications will be reviewed on rolling basis and the position will remain open until filled

*Sd/-*

**Assistant General Manager (Human Resources)  
Meghalaya Basin Management Agency**

