



No.MBDA (HR-JICA)/98/2019/Vol- I/1189

Dated, Shillong the 14th Oct 2026

ADVERTISEMENT

The Meghalaya Basin Development Authority (MBDA) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis. The detailed application form, advertisement, notification and ToR are available in MBMA’s website <https://www.mbda.gov.in>

1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	Monthly Emolument
1.1	Programme Associate (Graphic Designer-cum-Photographer)	Desired Qualification: Graduate or Post Graduate Degree or Diploma in Mass Communication, Media Studies, Visual Communication, Graphic Design, Photography or any other relevant discipline. Desired Experience: Minimum 01 year of professional experience in graphic design and photography. Must submit a portfolio demonstrating versatility in visual design and photography. Essential Skills: • Proficiency in Adobe Photoshop, Adobe Illustrator and Adobe InDesign. • Strong skills in layout design, typography, branding and visual communication. • Experience in designing IEC materials, publications and large-format/outdoor communication materials. • Understanding of print specifications, resolution, bleed, colour profiles and preparation of print-ready artwork. • Good photography, composition and photo-editing skills. • Ability to design for both print and digital platforms. • Ability to work on multiple assignments within tight timelines. • Portfolio/work samples demonstrating relevant design and photography work.	Rs. 22,100/- Plus allowance as admissible
1.2	Programme Associate (Videographer-cum-Video Editor)	Desired Qualification: Graduate or Post Graduate Degree or Diploma in Mass Communication, Media Studies, Film, Videography, Multimedia or any other relevant discipline Desired Experience: Minimum 01 year of experience in video shooting, videography, and post-production video editing. A strong reel/portfolio showing video production capabilities is required. Editorial Tools: Experience with editing tools like Grammarly, AP Stylebook, and CMS platforms. Essential Skills: • Proficiency in Adobe Premiere Pro and Adobe Audition. • Knowledge of other relevant video, audio and post-production software. • Strong camera handling and videography skills. • Understanding of framing, lighting and sound recording. • Understanding of storytelling, sequencing, pacing and visual continuity. • Basic colour correction and audio post-production. • Ability to independently handle field shoots. • Ability to produce both long-form and short-form video content. • Ability to work under tight timelines, including quick-turnaround event coverage. • Portfolio/showreel demonstrating relevant videography and editing work.	Rs. 22,100/- Plus allowance as admissible

1.3	Programme Associate (Social Media Manager)	Desired Qualification: Graduate or Post Graduate Degree or Diploma in Mass Communication, Media Studies, Journalism, Digital Media, Communication or any other relevant discipline. Desired Experience: Minimum 01 year of experience managing social media platforms (Facebook, Instagram, X/Twitter, LinkedIn, YouTube) for organizations or brands. Essential Skills: • Demonstrable experience in independently managing official, organisational or institutional social media handles. • Strong writing, editing and caption-writing skills. • Knowledge of Facebook, Instagram, YouTube and other relevant platforms. • Experience in content planning and preparation of social media calendars. • Understanding of digital campaigns and audience engagement. • Basic knowledge of social media analytics and performance reporting. • Understanding of promoted/paid digital campaigns will be an advantage. • Ability to identify, package and present stories for digital audiences. • Ability to coordinate effectively with designers, photographers, videographers and project teams. • Candidates should provide details or links to social media handles, pages or campaigns previously managed.	Rs. 22,100/- Plus allowance as admissible
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2. For applying the above positions; candidates have to fill the ‘Application Form’ from the following link: <https://mbda.jotform.com/262862223453961>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. For detail information about the positions are made available on MBDA’s website <https://www.mbda.gov.in>
5. Last date for receipt of applications is **28th October 2026 (upto 05:00PM)** and applications received after the last date will not be considered.

-Sd/-
Executive Director
Meghalaya Basin Development Authority



No. MBDA (HR-JICA)/98/2019/Vol-I/1190

Dated, Shillong the 14th Oct 2026

NOTIFICATION

The Meghalaya Basin Development Authority (MBDA) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis. The application form, advertisement, notification and ToR are available on MBMA’s website <https://www.mbda.gov.in>

Position:

Sl. No.	Position	Desired Qualifications & Experiences	No. of Vacancy	Place of Posting	Monthly Emolument
1.1	Programme Associate (Graphic Designer-cum-Photographer)	Desired Qualification: Graduate or Post Graduate Degree or Diploma in Mass Communication, Media Studies, Visual Communication, Graphic Design, Photography or any other relevant discipline. Desired Experience: Minimum 01 year of professional experience in graphic design and photography. Must submit a portfolio demonstrating versatility in visual design and photography. Essential Skills: • Proficiency in Adobe Photoshop, Adobe Illustrator and Adobe InDesign. • Strong skills in layout design, typography, branding and visual communication. • Experience in designing IEC materials, publications and large-format/outdoor communication materials. • Understanding of print specifications, resolution, bleed, colour profiles and preparation of print-ready artwork. • Good photography, composition and photo-editing skills. • Ability to design for both print and digital platforms. • Ability to work on multiple assignments within tight timelines. Portfolio/work samples demonstrating relevant design and photography work.	01	Shillong	Rs. 22,100/- Plus allowance as admissible
1.2	Programme Associate (Videographer -cum-Video Editor)	Desired Qualification: Graduate or Post Graduate Degree or Diploma in Mass Communication, Media Studies, Film, Videography, Multimedia or any other relevant discipline Desired Experience: Minimum 01 year of experience in video shooting, videography, and post-production video editing. A strong reel/portfolio showing video production capabilities is required. Editorial Tools: Experience with editing tools like Grammarly, AP Stylebook, and CMS platforms. Essential Skills: • Proficiency in Adobe Premiere Pro and Adobe Audition. • Knowledge of other relevant video, audio and post-production software. • Strong camera handling and videography skills. • Understanding of framing, lighting and sound recording. • Understanding of storytelling, sequencing, pacing and visual continuity. • Basic colour correction and audio post-production. • Ability to independently handle field shoots. • Ability to produce both long-form and short-form video content. • Ability to work under tight timelines, including quick-turnaround event coverage. • Portfolio/showreel demonstrating relevant videography and editing work.	02	Shillong	Rs. 22,100/- Plus allowance as admissible

1.3	Programme Associate (Social Media Manager)	Desired Qualification: Graduate or Post Graduate Degree or Diploma in Mass Communication, Media Studies, Journalism, Digital Media, Communication or any other relevant discipline. Desired Experience: Minimum 01 year of experience managing social media platforms (Facebook, Instagram, X/Twitter, LinkedIn, YouTube) for organizations or brands. Essential Skills: • Demonstrable experience in independently managing official, organisational or institutional social media handles. • Strong writing, editing and caption-writing skills. • Knowledge of Facebook, Instagram, YouTube and other relevant platforms. • Experience in content planning and preparation of social media calendars. • Understanding of digital campaigns and audience engagement. • Basic knowledge of social media analytics and performance reporting. • Understanding of promoted/paid digital campaigns will be an advantage. • Ability to identify, package and present stories for digital audiences. • Ability to coordinate effectively with designers, photographers, videographers and project teams. Candidates should provide details or links to social media handles, pages or campaigns previously managed.	01	Shillong	Rs. 22,100/- Plus allowance as admissible
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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 emoluments shall be determined based on relevant experience and in accordance with the organizational norms.
 - 4.2 House Rent Allowance (HRA) will be included additionally as may be admissible from time to time.
 - 4.3 EPF, Medical Allowance will be included
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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://mbda.jotform.com/262862223453961>
 - 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 **28th October 2026 (Up to 5:00 pm)** 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 OR OBTAIN Recommendation Letter. However, for newly appointed staff, he/she should complete a minimum period of one (01) year in their current position.***

-Sd/-

Executive Director

Meghalaya Basin Development Authority