



MEGHALAYAN AGE LTD.
A Government of Meghalaya Undertaking

Address: Meghalayan Age Limited Office, First Floor - Shalom Building,
Lower Lachumiere, Shillong - 793001, Meghalaya
(CIN No. U74999ML2020SGC013727)

Phone number: 0364-7966770/67

Email ID: contact@themeghalayanage.com

Advertisement No. MAL/180/2024/107

Dated Shillong, 18th March, 2025

Join Meghalayan Age Limited as a Tourism Program Coordinator

About Us: Meghalayan Age Limited is an agile organization dedicated to branding and promotion of tourism in Meghalaya. In our ongoing efforts to enhance tourism endeavours throughout the state, we are actively searching for passionate individuals who are residents of Meghalaya to take up roles as Tourism Program Coordinators within our team. These positions will be deputed in the Department of Tourism and other related agencies, stationed in Garo Hills Districts, Meghalaya.

Background: In collaboration with the Department of Tourism, Meghalayan Age Limited strives to implement cutting-edge programs and initiatives in every district of Meghalaya. Our Tourism Program Coordinators play a pivotal role in this endeavour, working closely with Tourist Officers and other stakeholders to ensure the success of tourism objectives.

Responsibilities:

1. Tourism Promotion:

- Develop and execute district-specific tourism promotion strategies to attract visitors.
- Foster partnerships with local stakeholders, tourism operators, and community organizations.
- Coordinate promotional events, workshops, and campaigns to showcase district attractions.

2. Stakeholder Engagement:

- Cultivate relationships with district authorities, tour operators, and hospitality businesses.
- Facilitate meetings and consultations to gather feedback and align initiatives with local priorities.
- Support district-level tourism committees and organizations.

3. Administrative Support:

- Provide administrative assistance to the Department of Tourism, including scheduling, reporting, and correspondence.
- Coordinate departmental activities within assigned districts, including workshops and campaigns.
- Maintain accurate records and databases related to tourism projects and stakeholders.

4. Research and Analysis:

- Conduct research on tourism trends, market dynamics, and visitor preferences.
- Monitor and evaluate the effectiveness of tourism programs, providing recommendations for improvement.

Requirements:

- Master's degree in Tourism or MBA with a focus on tourism management.
- 3-4 years of experience in the tourism industry preferred, but freshers can also apply.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office suite and relevant software applications.
- Flexibility to travel and work occasional weekends or evenings.



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Benefits:

- Competitive salary discussed during the interview process.
- Opportunities for professional development and growth.
- Comprehensive benefits package, including House Rent Allowance (HRA) & Mobile Allowance.
- Supportive work environment valuing diversity and innovation.

1.Age Limit: Up to 35 years.

2.Place of Posting: Selected candidate shall be posted in the following districts:

- **West Garo Hills** (Headquarters: Tura)
- **South Garo Hills** (Headquarters: Baghmara)
- **North Garo Hills** (Headquarters: Resubelpara)
- **South West Garo Hills** (Headquarters: Ampati)

3.Remuneration:

3.1 The monthly emolument depends on the experience and will be discussed during the interview process.

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 Meghalayan Age Limited website, <https://corp.themeghalayanage.com/recruitment/> "Or" can be obtained free of cost from the **O/o Meghalayan Age Limited, Shalom Building, 1st Floor, Lower Lachumiere, Shillong – 793001, Meghalaya, India.**

6.Mode of Submission of Filled Application Form:

6.1 Direct Submission" to **O/o Meghalayan Age Limited, Shalom Building, 1st Floor, Lower Lachumiere, Shillong – 793001, Meghalaya, India**

6.2 "Or" "Via-email" to recruitment@themeghalayanage.com

6.3 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** _____".

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

6.5 Candidate must enclose along with the Application Form, recent passport size photograph, and self-attested copies of the following documents.

6.5.1 Filled Application form

6.5.2 Updated Resume

6.5.3 Educational qualifications certificates

6.5.4 Proof of Experience or Experience Certificates



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6.5.5 Latest salary slips or proof of salary from the current or previous organizations

6.5.6 Additional or technical qualifications certificates (if any)

6.5.7 Identity Proof (PAN Card or Aadhar Card)

6.6 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.

6.7 Last Date for submission of application is **01st April, 2025 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.

7. Selection Process:

7.1 Selected candidates will undergo a personal interview as part of the recruitment process. Additionally, there may be a requirement for candidates to participate in a skill evaluation test, if deemed necessary. Further details regarding these assessments will be communicated to the candidates upon their selection.

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 In case there are less number of candidates applying for the position or if in the technical evaluation process, MAL find a good fitment with less number of experience than advertised for. He or She will be selected for the role if the interview committee and the MAL management agrees to the same.

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]
Chief Administrative Officer
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.
3. Smti. Arkinie Tariang, Chief Financial Officer, Meghalayan Age Limited, for kind information.