



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

MEGHALAYAN AGE LTD.
A Government of Meghalaya Undertaking

Phone number: 0364-7966770/67

Email ID: contact@themeghalayanage.com

Advertisement No. MAL/03/2022/Pt-VII/01

Dated Shillong, 1st August, 2025

Meghalayan Age Limited (MAL) invites applications from eligible candidates for the post of **Communications Coordinator** on a contractual basis. Applications must be submitted via the following Google Form: <https://forms.gle/wduWrPQk3e92rmGs5>

Sl. No.	Name of the Position	Educational Qualification	Experience & Skills Required	No. of Vacancies	Monthly Emolument
1.	Communications Coordinator	Bachelor's degree in Communications, Marketing, Journalism, or any related field preferred	Job Description: <ul style="list-style-type: none">Brings in fresh ideas for visual and written content to engage diverse audiences and ensures accuracy, consistency, and professionalism in all materialsBalances multiple content deadlines, event support, and communication tasksWorks closely with the communications team and adjusts quickly to last-minute changes or urgent tasksAbility to craft clear, engaging, and audience-specific social media copy and event-related contentKnowledge in creating social media visuals, posters, and event materials using tools like Canva, with growing skills in Adobe Photoshop or IllustratorUnderstands and applies visual branding guidelines (colours, fonts, logos) to maintain a consistent look and feel across materialsKnowledge on how social media platforms works: Instagram, Facebook, LinkedIn, X, etc,Intermediate to advanced skills in event photography, including framing, lighting, and editingFamiliarity with photography and videography editing tools such as Adobe Photoshop Lightroom, Adobe Premiere Pro, DaVinci Resolve, etc. Desired Skills & Experience: <ul style="list-style-type: none">Preferably at least 6 months or 1 year in Communications/Social Media related worksKnowledge in content writing and proofreadingBasic knowledge in graphic designing and	1 No	₹ 22,100/-



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			<ul style="list-style-type: none">video editing• Basic Photography & Videography skills• Excellent English - written and oral communication skills.• Strong organizational skills and the ability to meet strict deadlines.• Familiarity with SEO requirements.• Strong interpersonal skills and ability to establish working relations with various team members.• Willingness to travel and experience destinations firsthand.			
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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 position is 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. Details for Submission of Filled Application Form:

5.1 Candidates are advised to clearly mention the name of the position being applied in the subject line of the form as “Application for the position of “_____”.

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

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

5.3.1 Updated Resume

5.3.2 Educational qualifications certificates

5.3.3 Proof of Experience or Experience Certificates

5.3.4 Latest salary slips or proof of salary from the current or previous organizations (if any)

5.3.5 Additional or technical qualifications certificates (if any)

5.3.6 Identity Proof (PAN Card or Aadhar Card)

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



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5.5 Last Date for submission of application is **14th August 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.

6. Selection Process:

6.1 There will be personal interview for the position and the candidates will also have to attend a skill evaluation test. These will be notified to them on the basis of selection

7. General Information:

7.1 In the event of non-availability of successful candidates with the required experience, qualified candidates with lesser years of experience if any may be considered for the post but at a lower Pay Level of the Pay Matrix applicable to the organization.

7.2 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.

7.3 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.

7.4 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 Tariatang, Chief Financial Officer, Meghalayan Age Limited, for kind information.