

No. MAL/439/2025/03

Dated Shilong the 18<sup>th</sup> December, 2025

**ADVERTISEMENT**

The Meghalayan Age Ltd (MAL) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis.

Sl. No.	Position	Desired Qualifications & Experiences	No. of Vacancies	Monthly Emolument
1.1	Design Hub – Manager	<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>Over all management and operations of the Design Hub &amp; MAL store.</li> <li>Point person for connection to all vendors across the state for product procurement.</li> <li>Point person to plan season product collection to be housed in the stores.</li> <li>Responsible for managing the costing, product price negotiation and pricing for retail.</li> <li>Maintaining and supervising inventory as well as store management.</li> <li>The spokesperson and main co-ordinator for both vendors and buyers of MAL.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Leadership Skills and Team Management</li> <li>Good written and verbal communication.</li> <li>Demonstrated strong values and professional integrity.</li> <li>Strong interpersonal skills and ability to establish working relations with various teams.</li> <li>Very organized, able to manage multiple tasks simultaneously.</li> <li>Expert in the usage of computer and office software packages (MS Word, Excel, PPT, etc.).</li> <li>Knowledge in Typing, Xerox, Printing.</li> <li>Willingness to Travel for work purpose.</li> <li>Language proficiency in Khasi is a must.</li> </ol> <p><b>Desired Experience:</b> Minimum 03-04 years of experience in retail management and supply chain management</p> <p><b>Desired Qualification:</b> Minimum of a graduate with age between 25 years to 35 years.</p>	1	Rs 31,200/-



**MEGHALAYAN AGE LTD.**  
A Government of Meghalaya Undertaking

**Regd. Address:** Ground Floor of Meghalaya Basin Development Authority, Nongrim Hills,  
Behind Bethany Hospital, Shillong, East Khasi Hills  
(CIN No. U74999ML2020SGC013727)

**Phone number:** 0364-2210358

**Email ID:** map.meghalaya@gmail.com

1.2	Store Inventory Manager	<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Inventory Management at the MAL Store</li><li>2. Identify and maintaining records of all inventory in the store and on the shelf.</li><li>3. Maintaining the MIS / ERP for all products in store.</li><li>4. Maintaining and planning the store product display.</li><li>5. Working with the store manager for day-to-day store maintenance.</li><li>6. Customer Relations.</li></ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Team Management</li><li>2. Good written and verbal communication.</li><li>3. Demonstrated strong values and professional integrity.</li><li>4. Strong interpersonal skills and ability to establish working relations with various teams.</li><li>5. Very organized, able to manage multiple tasks simultaneously.</li><li>6. Expert in the usage of computer and office software packages (MS Word, Excel, PPT, etc.).</li><li>7. Knowledge in Typing, Xerox, Printing.</li><li>8. Language proficiency in Khasi will be a bonus.</li></ol> <p><b>Desired Experience:</b> Minimum 03-04 years of experience in inventory management and sales.</p> <p><b>Desired Qualification:</b> Minimum of a graduate with age between 25 years to 35 years.</p>	1	Rs.31,200/-
1.3	MAL Store Manager	<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Customer Relationship management</li><li>2. Main Point of Contact for sales at the store</li><li>3. Coordinating Inventory Management at the store with the team.</li><li>4. Maintaining the MIS / ERP for all products in store.</li><li>5. Maintaining and planning the store product display.</li><li>6. Day to day store maintenance.</li><li>7. Day to day promotional activities like social media updates; news; documentation of guests.</li></ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Strong Public Relations skills.</li><li>2. Good written and verbal communication.</li><li>3. Demonstrated strong values and professional integrity.</li></ol>	1	Rs.31,200/-

		<p>4. Strong interpersonal skills and ability to establish working relations with various teams.</p> <p>5. Very organized, able to manage multiple tasks simultaneously.</p> <p>6. Expert in the usage of computer and office software packages (MS Word, Excel, PPT, etc.).</p> <p>7. Language proficiency in Khasi will be a bonus.</p> <p>8. Basic social media working skills.</p> <p><b>Desired Experience:</b> Minimum 03-04 years of experience in sales, public relations, customer interaction.</p> <p><b>Desired Qualification:</b> Minimum of a graduate with age between 25 years to 35 years.</p>		
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**1. Place of Posting:** Selected candidate shall be posted in Shillong.

**2. Remuneration:**

- 2.1 The monthly emolument is mentioned in the above column.
- 2.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

**3. Duration of Contract:** The above positions are on contractual basis.

- 3.1 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.
- 3.2 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.

**4. Prescribed Application Form:** Prescribed application form can be downloaded from Meghalayan Age Limited website, <https://www.themeghalayanage.com/recruitments> "Or" can be obtained free of cost from the **O/o Meghalayan Age Limited, Shalom Building, 1st Floor, Lower Lachumiere, Shillong – 793001, Meghalaya, India.**

**5. Mode of Submission of Filled Application Form:**

- 5.1 Direct Submission" to **O/o Meghalayan Age Limited, Shalom Building, 1st Floor, Lower Lachumiere, Shillong – 793001, Meghalaya, India.** "Or" "Via-email" to o [recruitment@themeghalayanage.com](mailto:recruitment@themeghalayanage.com).
- 5.2 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 \_\_\_\_\_"**.
- 5.3 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
- 5.4 Candidate must enclose along with the Application Form, recent passport size photograph, and self-attested copies of the following documents.
  - 5.4.1 Filled Application form
  - 5.4.2 Updated Resume
  - 5.4.3 Educational qualifications certificates
  - 5.4.4 Proof of Experience or Experience Certificates
  - 5.4.5 Latest salary slips or proof of salary from the current or previous organizations
  - 5.4.6 Additional or technical qualifications certificates (if any)

**5.4.7 Identity Proof (PAN Card or Aadhar Card)**

- 5.5** 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.
- 5.6** In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.
- 5.7** Last Date for submission of application is **2<sup>nd</sup> January, 2026**. 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.

**7. General Information:**

- 7.1** 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.
- 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** The number of vacancies indicated in the advertisement and notification is tentative. MAL 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.
- 7.4** 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.
- 7.5** No TA/DA shall be paid for attending the interview.

**Sd/-**

**[Shri. Robert Lyngdoh]**  
Chief Administrative Officer  
Meghalaya Age Limited

**CC:**

- Shri. Vijay Kumar D, IAS, Chairman cum Managing Director, Meghalayan Age Limited, for kind information.
- Shri. C. V. D. Diengdoh, IAS, Executive Director, Meghalayan Age Limited, for kind information.