



**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. MEIDP/NDB/Recruitment/1/155**

**Dated Shillong, 8<sup>th</sup> December 2022**

### **ADVERTISEMENT**

The Meghalayan Age Ltd (MAL) for the implementation of the Meghalaya Ecotourism Infrastructure Development Project (MEIDP), invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis.

<b>Sl. No.</b>	<b>Position</b>	<b>Desired Qualifications &amp; Experiences</b>	<b>No. of Vacancies</b>	<b>Monthly Emolument</b>
1.1	Assistant Engineer	<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Visit sites, prepare construction drawings and develop samples.</li><li>2. Check site drawings to ensure accuracy and completeness.</li><li>3. Communicate effectively with sub-contractors and suppliers to ensure work is performed to specification.</li><li>4. Conduct proper risk assessment to ensure risks are minimized.</li><li>5. Monitor to ensure all work activities are performed in accordance to safety procedures.</li><li>6. Perform site activities planning to ensure adherence to project timeline.</li><li>7. Develop and determine all standards for inspection and testing and maintain high standards of quality for all processes.</li><li>8. Prepare reports and document project activities for management reporting.</li><li>9. Review project blueprints to understand project requirements.</li><li>10. Ensuring projects run smoothly and structures are completed within budget and on time.</li></ol> <p><b>Desired Experience:</b></p> <p>Minimum two years of experience in the field of identifying of sites, designing, planning and preparation of plan and estimates of engineering structures and related matters as per current SOR.</p> <p><b>Desired Qualification:</b></p> <p>Bachelor Degree in Civil Engineering</p>	5	Rs.30,000/-

**1. Age Limit:** Up to 35 years.

**2. Place of Posting:** Selected candidate shall be posted in Shillong and Tura.



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### 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 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, [www.themeghalayanage.com](http://www.themeghalayanage.com) "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 [humanresources@themeghalayanage.com](mailto:humanresources@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
  - 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 **21<sup>st</sup> December 2022 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 There will be personal interview for the position and will also have to undergo technical rounds.

### 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



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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** 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.

**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.

