

**GOVERNOR'S SECRETARIAT : : MEGHALAYA  
LOK BHAVAN : : SHILLONG**

No. **GEGE-20/2024/503**

Dated Shillong, the 5<sup>th</sup> June, 2026

**DETAILED NOTICE INVITING APPLICATIONS FOR ENGAGEMENT ON  
CO-TERMINUS BASIS**

The Additional Chief Secretary to the Governor of Meghalaya invites applications for engagement of a Media Expert for a period co-term to the term of the incumbent Governor at Lok Bhavan, Shillong:

**A. Preparation of Schedule of Rates for Works in Lok Bhavan, Shillong Meghalaya**

1.	<b>Designation</b>	Media Expert in Lok Bhavan, Meghalaya, Shillong
2.	<b>Number of positions</b>	One (01)
3.	<b>Essential Qualifications</b>	Bachelor's Degree in Design or Mass Communication with first class with minimum six-month internship experience in any organisation.
4.	<b>Desirable Qualifications</b>	Relevant Past Experience in Government Organisation.
5.	<b>Emoluments</b>	Fixed consolidated amount of Rs. 40,000/- (rupees forty thousand only) per month.
6.	<b>Brief Description of Duties and Functions</b>	<p>(i) <b>Media Relations and Public Communication</b> : Draft and disseminate press releases, media advisories, and official statements on behalf of Governor's Secretariat after due approval. Maintain regular liaison with print, electronic, digital, and social media organizations to ensure accurate and timely dissemination of information. Coordinate media coverage of official events, visits, meetings, and public engagements of the Hon'ble Governor as per the directions.</p> <p>(ii) <b>Content Development and Strategic Communication</b>: Prepare draft speeches, messages, addresses, and articles for the Hon'ble Governor and for the officials of Lok Bhavan for various occasions. Create informative and engaging content for publications, souvenirs, newsletters, reports, and official documents.</p> <p>(iii) <b>Social Media Management</b> : Manage and curate content for Lok Bhavan's social media platforms, including X (formerly Twitter),</p>

		<p>Instagram, and other digital channels. Develop social media campaigns, captions, visual content, and digital storytelling initiatives to enhance public engagement.</p> <p><b>(iv) Documentation and Archival Management:</b> Maintain comprehensive records of official events, speeches, photographs, media coverage, and communications. Prepare briefing notes, background papers, and communication materials for official use. Ensure systematic archival of media content and important public communications.</p> <p><b>(v) Event Communication and Protocol Support:</b> Coordinate media arrangements during official functions, state celebrations, conferences, and dignitary visits. Prepare event briefs, talking points, anchoring scripts, and publicity material for major Lok Bhavan events. Act as Master of Ceremonies during events at Lok Bhavan whenever necessary. Support protocol and administrative teams in ensuring smooth communication during high-level engagements.</p> <p><b>(vi) Stakeholder Engagement:</b> Facilitate communication between Lok Bhavan and various government departments, educational institutions, civil society organizations, and community groups.</p> <p><b>(vii) Brand Building, Research and Policy Communication:</b> Enhance the public image and visibility of Lok Bhavan through proactive media engagement and strategic communication. Ensure consistency, accuracy, and professionalism in all official communications. Conduct research on relevant national and state issues to support speeches, messages, and public addresses.</p>
7.	<b>Place(s) of Engagement</b>	<p>Shillong. The selected candidates will however be required to travel extensively to various places in the State.</p> <p>The Additional Chief Secretary to the Governor of Meghalaya may designate Headquarters of the Media Expert at any other place in Meghalaya for the whole or a part of his/her period of engagement.</p>
8.	<b>Duration of Engagement</b>	Co-Terminus – with the term of the incumbent Governor
9.	<b>Age of the applicant</b>	Shall not be more than 37 years as on 01.01.2026.

**General Conditions:**

1. Engagement shall be purely on contract basis for a period co-term to the term of the incumbent Governor. The Additional Chief Secretary to the Governor reserves the right to terminate the engagement at any time without any prior notice and without assigning any reason thereof.
2. A scanned copy of the application in a Format specified in **Annexure-I** in non-editable PDF format along with a copy of certificates in support of the educational qualification and work experience shall be emailed at [lokbhavan-meg@gov.in](mailto:lokbhavan-meg@gov.in) on or before **11.59 PM on 22<sup>nd</sup> June, 2026**. All such emails shall be sent under the subject **“Application for engagement of Media Expert at Lok Bhavan, Shillong.**
3. The selection of a candidate will be based on his/her performance in the interview to be conducted by an Interview Committee to be constituted by the Additional Chief Secretary to the Governor of Meghalaya in the order of merit as decided by the Interview Committee.
4. In case applications are received from a large number of candidates, the Additional Chief Secretary to the Governor of Meghalaya may shortlist the candidates for the interview on the basis of a written examination consisting of multiple choice questions. List of candidates who meet the essential qualifications specified in this Notice along with the date, time and venue of the written examination will be placed on website of the Lok Bhavan, Shillong (<https://meggovernor.gov.in/>) The same will also be communicated to all such candidates through email and mobile number given in the application.
5. The list of candidates shortlisted for the interview along with the schedule for the interview will be placed on website of the Lok Bhavan, Shillong (<https://meggovernor.gov.in/>). The same will also be communicated to all the shortlisted candidates through email and mobile number specified in the application.
6. The candidates shortlisted for the interview shall, along with the original copy of their application submitted through email and the certificates in original in support of their educational qualification and work experience, report for the interview at the time, date and venue displayed on website of the Lok Bhavan, Shillong.
7. At the time of verification of original documents, if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent or canvass the facts, his/her candidature will not be considered.
8. Decision of the Interview Committee in all matters relating to the eligibility and work experience of a candidate will be final and binding on the candidates and no enquiry or correspondences will be entertained from any individual in this regard.
9. The Additional Chief Secretary to the Governor of Meghalaya and the Interview Committee shall reserve the right to reject candidature of any applicant in view of incomplete information provided by the candidate in the application or for any other reason.

10. The list of candidates selected for each position along with candidates kept in waiting list will be displayed on website of the Lok Bhavan, Shillong (<https://meggovernor.gov.in/>). The successful candidate will be informed through email at the email ID given in their application to join the position. In case a candidate fails to join the position within 15 (fifteen) days from the date given in such communication, the position will be offered to the next candidate in the order of merit decided by the Interview Committee without making any further correspondence with such defaulting candidate.
11. No Travelling Allowance (TA) or Daily Allowance (DA) or any other amount of whatsoever nature will be payable to the candidates for attending the interview.



**(H.C. Chaudhary, IFS)**  
Accitional Chief Secretary to the  
Governor of Meghalaya  
Email: [lokbhavan-meg@gov.in](mailto:lokbhavan-meg@gov.in)

**Annexure-I**

**APPLICATION FORM FOR ENGAGEMENT OF MEDIA EXPERT  
AT LOK BHAVAN, SHILLONG**

Affix  
passport size  
photograph

**1. Personal information**

(b)	Name of the applicant	
(c)	Current designation (if any)	
(d)	Current emoluments (if any)	
(e)	Father's / Mother's/ Spouse's name	
(f)	Date of birth	
(g)	Contact details (Address, E-mail ID, phone number, whatsapp number)	

**2. Educational qualifications (from Bachelor's Degree/ Diploma Certificate Onwards)**

Degree / Diploma	Name of the Institution/University	Passing year	Grade**/Division	% of marks	Main subjects

\*\* Please provide grade equivalence to percentage of marks, if any.

*(please attach additional sheet(s), if required)*

**3. Details of Past Experience**

Sl. No.	Name of Institute / Organization / Department	Designation	Period		Nature of duty (roles and responsibilities held by applicant)	Last emoluments drawn (Rs./ month)	Copy of experience Certificate enclosed (yes/no)
			From	To			

*(please attach additional sheet(s), if required)*

**4. Any other relevant information:**

**Declaration by the Applicant**

I do hereby declare that all the particulars stated hereinabove and enclosures are true to the best of my knowledge and belief.

**(Signature of Applicant)**

**Place:** .....

**Date:** .....

List of Enclosures:

1.....

2.....

3.....

4.....

5.....

6.....