



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. I/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

ADVERTISEMENT

MBMA/CLLMP/HR/64/2018/361

Dated Shillong, 20th January, 2020

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis. The application form, advertisement and notification are available on the MBMA's website <https://www.mbda.gov.in>

1. Positions:

Sl. No.	Name of the Position	No. of Position	Job Location	Monthly Emolument
1.1	District Project Manager	06	WKH, WJH, EGH, NGH, WGH, SWGH	Rs.36,000/-
1.2	Assistant Manager-Environment Management	04	WKH, WJH, EGH, SWGH	Rs.24,000/-
1.3	Assistant Manager-Social Management	04	WKH, WJH, EGH, SWGH	Rs.24,000/-
1.4	Assistant Manager - Knowledge Management	01	SWGH	Rs.24,000/-
1.5	Assistant Manager-Monitoring & Evaluation	04	WKH, WJH, EGH, SWGH	Rs.24,000/-
1.6	Executive Associate	04	Shillong	Rs.30,000/-
1.7	Sr. Engineer (Natural Resource Management)	02	Shillong & Tura	Rs.52,000/-

- Notification and prescribed application form can be downloaded from the website, www.mbda.gov.in or can be obtained free of cost from the O/o Meghalaya Basin Management Agency, C/o Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong "or" from any of the Office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) district headquarters.
- The above positions are on contractual basis. Details about the pre-requisite qualifications and experience for the above positions may be seen in the notification.
- Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- Application form duly filled along with self attested credentials should only be submitted to the **O/o Meghalaya Basin Development Authority, Nongrim Hills, Shillong, Meghalaya – 793003** 'or' at the **O/o Basin Development Unit (BDU)/ District Project Management Unit (DPMU), of the 11 (eleven) District Headquarters, Meghalaya.**
- For out station candidate, the duly filled application form and documents may be submitted via e-mail to recruitmentmbda@gmail.com clearly indicating name of the position in the subject line. Alternatively, hard copy of the filled application and documents can also be sent by post/courier addressed to: **Meghalaya Basin Development Authority, Nongrim Hills, Shillong, Meghalaya – 793003**
- Last date for receipt of applications is **05th February 2020 (upto 5.00 p.m.)** and no application received after the last date will be considered. MBMA will not be responsible for any kind of postal loss or transit delay.


Executive Director

Meghalaya Basin Management Agency



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NOTIFICATION

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1. Positions:

Sl. No.	Name of the Position	Pre-requisite Qualification	Desired Experience	No. of Position	Job Location	Monthly Emolument
1.1	District Project Manager	<ul style="list-style-type: none"> - Graduate or Post Graduate in any disciplines. - Preferably with MSW/MBA in Project Management, Development Studies, Social Science, Engineering or related disciplines. 	<ul style="list-style-type: none"> - Minimum 07 years of experience in a supervisory capacity in implementation of rural development project management/ business management /rural livelihood implementation / social entrepreneurship/ value chain/ agribusiness development - At least minimum 5 years experience in project management or relevant domain. <p>Skills:</p> <ul style="list-style-type: none"> - Good written and verbal communication skills. - Good knowledge of budgeting and financial analysis, management of staff, projects, documentation - Computer literacy with general MS package, Spreadsheet, PPT and data analysis, etc. <p>Requirement:</p> <ul style="list-style-type: none"> - The candidate shall be stationed within the project cluster/village. 	05	WKH, WJH, EGH, NGH, WGH, SWGH	Rs.36,000/-
1.2	Assistant Manager- Environment Management	<ul style="list-style-type: none"> - Graduate or Post Graduate in Environmental Science, Earth Science, Forestry, Agriculture, Natural Resource Management or MBA in Environment Management - B.Tech in Environmental Engineering and Management or B.Tech in Energy and Environmental Engineering. 	<ul style="list-style-type: none"> - Minimum of 3 years work experience in environmental and natural resource management projects. - Preferably with an experience in rehabilitation of degraded forest, land, water and soil management. <p>Skills:</p> <ul style="list-style-type: none"> - Good written and verbal communication skills. - Trained in GIS & Remote Sensing Application. - Computer literacy with general MS package, spreadsheet, and data analysis, etc. <p>Requirement:</p> <ul style="list-style-type: none"> - The candidate shall be stationed within the project cluster/village. 	04	WKH, WJH, EGH, SWGH,	Rs.24,000/-
1.3	Assistant Manager- Social Management	<ul style="list-style-type: none"> - Graduate or Post Graduate in Sociology, Agriculture, Social Work, Social Development, Anthropology with including courses in gender within the degree. 	<ul style="list-style-type: none"> - Minimum of 3 years of experience in relevant operational areas like social assessment and gender equality. Having proven track record in working on projects covering a broad range of resettlement in social management plan and social development issues. <p>Skills:</p> <ul style="list-style-type: none"> - Good written and verbal communication skills. - Computer literacy with general MS package, spreadsheet, and data analysis, etc. <p>Requirement:</p> <ul style="list-style-type: none"> - The candidate shall be stationed within the project cluster/village. 	04	WKH, WJH, EGH, SWGH,	Rs.24,000/-

1.4	Assistant Manager - Knowledge Management	<ul style="list-style-type: none"> - Graduate or Post Graduate in Economics, English, Development Studies, Mass Communication, Natural Resource Management, Public Policy or related disciplines. 	<ul style="list-style-type: none"> - Minimum 3 years of experience in knowledge management in the field of rural development or international/national development projects. Proficient in documentation, research and communications. - Experience of collecting and recording knowledge and information. - Good technical expertise in knowledge management as well as natural resource management issues. <p>Skills:</p> <ul style="list-style-type: none"> - Good written and verbal communication skills. - Trained in Knowledge Management - Excellent in research and writing reports and research documents - Knowledge of application of multimedia would be preferred. <p>Requirement:</p> <ul style="list-style-type: none"> - The candidate shall be stationed within the project cluster/village. 	04	SWGH	Rs.24,000/-
1.5	Assistant Manager- Monitoring & Evaluation	<ul style="list-style-type: none"> - Graduate or Post-Graduate in statistics, demographics, public policy, development studies, social sciences, engineering or related disciplines. - Preferably with advanced certificate in M&E, statistics, or social sciences. 	<ul style="list-style-type: none"> - Minimum 3 years of experience in monitoring, evaluation, and planning in rural development projects. Well versed in data research, documentation, data gathering and monitoring. <p>Skills:</p> <ul style="list-style-type: none"> - Good written and verbal communication skills. Good level of proficiency in Windows Excel and quantitative and qualitative analysis <p>Requirement:</p> <ul style="list-style-type: none"> - The candidate shall be stationed within the project cluster/village. 	04	WKH, WJH, EGH, SWGH,	Rs.24,000/-
1.6	Executive Associate	<ul style="list-style-type: none"> - Graduate or Post Graduate in any discipline with excellent communication skills (written & verbal). Outstanding in planning, organising and executing the day-to-day activities of high level positions. - Candidates having desired experiences will only be called for interview. 	<ul style="list-style-type: none"> - At-least 5 years of experience as Executive Assistant, Executive Secretary, Personal Assistant or similar role experience with senior level positions. - Excellent communication skills (written & verbal) and Interpersonal skills. - Excellent in MS Office, Excel, PPT. - Outstanding organizational and time management skills. - Experience in content management, excellent copywriting skills, taking dictation, etc. - Ability to deliver creative content (text, image and video) - Analytical and multitasking skills - Discretion and confidentiality 	05	Shillong	Rs.30,000/-
1.7	Sr. Engineer (Natural Resource Management)	<ul style="list-style-type: none"> - Graduate or Post Graduate in Soil & Water Conservation, Water Resources, Civil, and Agricultural Engineering 	<ul style="list-style-type: none"> - At least 10 years of technical experience in planning, execution and implementation of Natural Resource Management (NRM) and its related field like spring rejuvenation/ spring-shed development and intervention. - Expert in identifying of construction sites, planning, designing and estimation of engineering structures and related matters. <p>Skills:</p> <ul style="list-style-type: none"> - Good communication skills (verbal & written) - Expert in supervision and monitoring of works - Excellent skills in planning & conducting training. <p>Requirement:</p> <ul style="list-style-type: none"> - The job will entail frequent travelling to the project site cluster/villages. 	02	Shillong & Tura	Rs.52,000/-

2. Essential Skills:

2.1 Good communication skills, written and verbal as well as familiarity with Word Processing, Spread Sheets and Power Presentation are essential for all position.

3. Age Limit:

3.1 For all position the age limit is 22 to 45 years.

4. Place of Posting:

4.1 Selected candidates shall be posted at the location mentioned above and shall be stationed within the project cluster/village.

5. Remuneration:

- 5.1 The monthly emolument shall be as mentioned above.
- 5.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
- 5.3 EPF contributions from both employee and employer.

6. Period of Contract:

- 6.1 Selected candidates shall be given a one (1) year contract. The contract may be renewed subject to the satisfaction of MBMA and continuance of the project.
- 6.2 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 candidates with the MBMA to that effect.

7. Prescribed Application Form:

- 7.1 Prescribe application form can be downloaded from MBDA website, www.mbda.gov.in or can be obtained free of cost from any of the office of the Deputy Commissioner & Chairman, Basin Development Unit (BDU) at the 11 (eleven) District Headquarters.

8. Submission of Application Form:

- 8.1 Application form duly filled along with self attested credentials should only be submitted to the **O/o Meghalaya Basin Development Authority, Nongrim Hills, Shillong, Meghalaya – 793003** 'or' at the **O/o Basin Development Unit (BDU)/ District Project Management Unit (DPMU), of the 11 (eleven) District Headquarters, Meghalaya.**
- 8.2 Candidate must enclose recent passport size photograph, the self attested copies of degrees, diplomas, mark-sheets and experience letter etc. with the application form.
- 8.3 Experience certificate from previous employer(s) clearly stating nature of duties performed should be attached along with the application.
- 8.4 Candidates who wish to apply for more than one post should submit a separate application for each position.
- 8.5 Incomplete application or application on plain paper will 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.
- 8.6 **For out station candidate**, the duly filled application form and documents may be submitted via e-mail to recruitmentmbda@gmail.com clearly indicating name of the position in the subject line. Alternatively, hard copy of the filled application and documents can also be sent by post/courier addressed to; **Meghalaya Basin Development Authority (MBDA) C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003**
- 8.7 Last date for receipt of applications is **05th February 2020 (upto 5.00 p.m.)** and no application received after the last date will be considered. MBMA will not be responsible for any kind of postal loss or transit delay.

9. Selection Process:

- 9.1 There will be written test and personal interview for all positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 9.2 The Written Test/ Personal Interview may be held either in Shillong/Tura only.

10. General Information:

- 10.1 The pre-requisite qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBMA reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.
- 10.2 Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the screening test/written/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. List of the shortlisted candidates will be displayed in the MBDA website, www.mbda.gov.in
- 10.3 MBMA reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
- 10.4 In case of non-availability of suitable candidates with prescribed qualifications and experience, MBMA reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.

- 10.5 The number of vacancies indicated in the advertisement and notification is tentative. MBMA 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.
- 10.6 MBMA reserves the right to extend the closing date for receipt of applications. MBMA 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.
- 10.7 No TA/DA shall be paid for attending written test and interview.
- 10.8 Canvassing of any kind will render to disqualification.
- 10.9 Staff already working with MBDA/MBMA, who are otherwise eligible can also apply. Their applications must be routed through their reporting officer. However, for newly appointed staff, he/she should complete a minimum period of one year in their current position.



Executive Director

Meghalaya Basin Management Agency

**Meghalaya State Housing Financing Cooperative Society Ltd. Campus
Nongrim Hills, Shillong, Meghalaya-793003**