



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)



HQR: SHILLONG

Ph: 0364-2522921/2522992

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**ADVERTISEMENT**

MBDA – 4/2013/ 675

Dated, Shillong, the 16<sup>th</sup> February 2016

The Meghalaya Basin Management Agency (MBMA) implements the State's Flagship Programme – the Integrated Basin Development and Livelihood Promotion Programme (IBDLP). The Meghalaya – Livelihood & Access to Markets Project (Megha – LAMP), an externally Aided Project (EAP) is an integral part of IBDLP with MBMA as the implementing agency. MBMA invited applications in prescribed form, from eligible candidates for the following Contractual Posts:

Sl. No	Name of Post	Experience	Pre - requisite Qualifications	Locations	Monthly Emolument
1.1	District Project Manager	5 (Five) to 8 (Eight) 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.	Post Graduate/ Graduate in any discipline with Professional Qualification (BE/B Tech/BSW/BBM etc). Preference will be given to candidate with Post Graduate in Social Science or related discipline. Good knowledge of budgeting and financial analysis, management of Staff/ Project/ Documentation and proficient in computer based software/ MS Package will be preferred.	SWG SGH	30000/-
1.2	Research Manager	✓ 5(Five) Years of experience in professional Journalism / Social Science Research / M&E role in government, multilateral agency or development sector project. <b>OR</b> ✓ 5(Five) years of experience in investigative Journalism (not press or event reporting) would be considered a full substitute for a Master's Degree. ✓ Candidates with fluency in English + Khasi/ Garo or Pnar will be preferred.	Post Graduate in Journalism/ Social Sciences/ Humanities.	• Shillong	25000/-

1. **Notification and prescribed application form can be downloaded from the website, [www.mbda.gov.in](http://www.mbda.gov.in) or can be obtained free of cost from any of the Office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) district headquarters.**
2. All positions are being offered on contract. Details in this regard may be seen in the notification.
3. **Application forms duly filled along with credentials and *in case of post at Sl.1.2, 2(two) samples of writing should be attached along with the dully filled application forms, out of the 2(two) samples, the samples can be a translation of each other, or two unrelated pieces of writing and atleast 1 (One) should be in English and the other can be either in Khasi/Garo/Pnar (Case studies, field stories and journalistic content shall be preferred over samples of creative writing)* can be submitted at the Office of Deputy Commissioner & Chairman, Basin Development Unit, EKH District, Shillong and WGH District, Tura respectively up to 5:00 PM on 07<sup>th</sup> MARCH-2016, the last date for submission of application. One passport size photograph should be submitted along with the application form along with all relevant credentials. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.**

Executive Director

Meghalaya Basin Management Agency

Meghalaya State Housing Financing Cooperative Society Ltd. Campus  
Nongrim Hills, Shillong – 793003, Tel No. 0364-2522921/2522992



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**NOTIFICATION**

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**2. Essential Skills:**

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

3. **Age Limit:** 21 to 45 years as on 01-01-2016. Upper age limit may be relaxed by 5 years for exceptional deserving candidates.

**4. Place of Posting:**

4.1 Selected candidates for the posts shall be posted at the location mentioned against the post

**5. Remuneration:**

5.1 The monthly emolument mentioned above is a consolidated amount.

5.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

6. Experience certificate from previous employer(s) clearly stating nature of duties performed, should be attached along with the application. **In case of post at Sl.1.2, 2(two) samples of writing should be attached along with the dully filled application forms, out of the 2(two) samples, the**



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*samples can be a translation of each other, or two unrelated pieces of writing and at least 1 (One) should be in English and the other can be either in Khasi/Garo/Pnar (Case studies, field stories and journalistic content shall be preferred over samples of creative writing). The writing sample will be further evaluated on basis of the following*

- **Published or unpublished: if published, then source of publication**
- **Quality of English (additionally, quality of Khasi/Garo if submitted)**
- **Whether creative or journalistic content: the latter shall be preferred**

*(Applicants should note that they will be tested on the basis of their writing samples, so fraudulence via submitting a work not written by oneself, should not be attempted)*

7. Staff already working with MBDA/MBMA and BRDC, who are otherwise eligible, can also apply. Their applications must be routed through their reporting officer.

**8. Period of Contract:**

Selected candidates shall be given a one year contract. The contract may be renewed subject to the satisfaction of MBMA and continuance of the project. 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.

**9. Prescribed Application Form:**

Prescribed application form can be downloaded from MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in) or can be obtained free of cost from any of the office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) district headquarters.

**10 Submission of Application Form:**

**10.1** Application forms duly filled along with credentials can be submitted at the Office of Deputy Commissioner & Chairman, Basin Development Unit, EKH District, Shillong and WGH District, Tura respectively up to 5:00 PM on 07<sup>th</sup> MARCH-2016, the last date for submission of application. One passport size photograph should be submitted along with the application form along with all relevant credentials. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.

**10.2 Online Submission:** Scanned copies of the duly filled application form and annexure may be submitted to [recruitmentmbda@gmail.com](mailto:recruitmentmbda@gmail.com) clearly indicating application name of the position in the subject line. Hard copies may be sent by post / courier thereafter addressed to Human Resource Section, **Meghalaya Basin Management Agency (MBMA)**, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills – 793003. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.

**11 Format of the Selection Process:**

**11.1** List of the shortlisted candidates shall be displayed in the MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in) and the office notice board.

**11.2** A person applying for more than one post(s) should send separate application for each post



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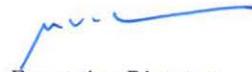
**11.3** Mere eligibility will not entitle any candidate for being called for interview. MBMA reserves the right to place a reasonable limit on the total number of candidates to be called for interview. Fulfilment of essentials qualification parse does not entitle a candidate to be called for interview.

**11.4** MBMA reserves the right to withdraw any advertised posts at anytime without assigning any reasons thereof. The right is also reserve within MBMA either to fill or not to fill any vacant post(s)

**11.5** The date, time and venue will be communicated to the candidate via Phone or E-mail. Candidates are advised to clearly indicate their contact number and E-mail address to facilitate faster communication.

**11.6** MBMA reserves the right to conduct any additional test at any time during the recruitment process.

**12** No TA/DA shall be paid for attending written test and interview.

  
Executive Director

Meghalaya Basin Management Agency  
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### PRESCRIBED APPLICATION FORM

1. Name of the Candidate : \_\_\_\_\_

2. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

Paste recent  
passport size  
photograph

3. Date of Birth and Age as on 01.01.2016 : \_\_\_\_\_

4. Name of the post being applied for:

Sl no	Name of Post	Location	Tick only one
1	District Project Manager		
2	Research Manager		

5. Employment Record (*starting with current / last employment*):

Name of the Employer	Period of Employment		Designation	Nature of work
	From:	To:		

6. Pre-requisite qualifications for the post (*starting from the highest degree obtained*):

Examination Passed	Duration of the course		Name of the College / University	Grade / Division	% of marks obtained
	From:	To:			



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7. Any other qualification (*diploma course, training attended, computer course, etc.*):

Name of the Course/Training	Name of the institution	Duration of the course		Grade/Division
		From:	To:	

8. Relevant experience for the post being applied for :

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9. Address for Communication:

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10. Contact details:

- I. E-mail ID : \_\_\_\_\_
- II. Mobile : \_\_\_\_\_
- III. Telephone Number : \_\_\_\_\_

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if any information is found to be false / misleading, I may be liable to be disqualified from the recruitment process.

Dated : \_\_\_\_\_

Place : \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Candidate)