



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003  
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No.MBDA/ MBMA/HR/786/2021/1857

Dated Shillong, the 20<sup>th</sup> December, 2023

### **ADVERTISEMENT** **(Apprenticeship Training Program)**

The Meghalaya Basin Management Agency invites online applications from the eligible candidates for 03 (three) months Apprenticeship Training Program in the field of Procurement and Financial Management.

Sl. No	Name of the Apprenticeship Program	Desired Educational Qualification	No. of Seat	Course Duration
1	Finance - Procedures & Maintenance of Accounts	Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance with First Class	10	03-Months
2	Procurement -Public Procurement Principles, e-procurement learning.	Graduate in Commerce/ BBA/MBA in Business & Financial Management/ Procurement & Supply Chain Management / Purchase / Material Management/ Inventory & Logistic / Diploma in Procurement and Supply Chain Management or related discipline	10	03-Months

#### **1. Requirements:**

- 1.1. The candidate should be a resident of Meghalaya.
- 1.2. Age limit: Maximum of 26 years but not less than 18 years.
- 1.3. The candidate should have their own laptop (Optional).

#### **2. Selection Process:**

- 2.1. Apart from filled Application Form, Resume & Certificates, a "Cover Letter" stating your interest & willingness to take up this "Apprenticeship Training Program" is a must.
- 2.2. Selection based on merit as per mark secured in the degree/ diploma course as mentioned against each Apprentice posts would be one part of the selection process.
- 2.3. Personal Interview.

#### **3. How to Apply:**

- 3.1. Candidates must apply online via Google form as per the link provided and no other mode of application will be accepted.
- 3.2. Link: <https://forms.gle/Ykm4Wd7Qy7xQcxAc9>
- 3.3. Candidates are to fill the application form on or before **10<sup>th</sup> January 2024 (upto 5:00 pm)**.
- 3.4. All the essential documents are to be uploaded in the same application link provided.

#### **4. Terms & Conditions:**

- 4.1. The candidates will be awarded stipend (Rs. 7,000 per month) at the end of their Apprenticeship program as per the organizational policy.
- 4.2. The candidates should have 90% of attendance every month during the Apprenticeship Training Program.
- 4.3. The candidates should submit the detailed work report after completion of the Apprenticeship Training Program.
- 4.4. The candidates should be willing to travel to remote villages in the State of Meghalaya.
- 4.5. No TA/DA will be provided by MBDA during the Apprenticeship Training Program. All travel and lodging arrangements for field assignments will be arranged by MBMA.

-sd/-

**Executive Director**  
**Meghalaya Basin Management Agency**