



## 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

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

### ADVERTISEMENT

No. MBDA/ MBMA -4/ 2013/Vol – IX/1601

Dated, Shillong the 17<sup>th</sup> January 2024

The Meghalaya Basin Management Agency (MBMA) invites online applications from eligible candidate to fill up the following positions on a contractual basis to be posted at Shillong. The detailed information(s) regarding the application form link, advertisement and notification are available on MBDA's website <https://mbda.gov.in/>

#### 1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	Vacancy	Monthly Emolument
1.1	Manager (Civil Engineer)	<b>Desired Qualification:</b> Bachelor Degree in Civil Engineering offered by a University recognized by the UGC or an associate membership/similar qualification obtained from a recognized professional institution in the field of civil engineering. <b>Required Experience:</b> Minimum 05 years of post-qualification experience at supervision of construction work and structural design. Preference will be given to those having experience in the relevant field of civil works in the Rural Development sector. <b>Essential Skills:</b> 1. Experience in contract management, preparation of estimates, civil works bills and measurement books. 2. Good Command of computer programs and applications. 3. Demonstrated strong values and professional integrity. 4. Preparation of Designs. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/village	1	Rs. 39,000/-
1.2	Programme Associate (Project Management)	<b>Desired Qualification:</b> Graduate or Post Graduate in Agriculture/ Horticulture/ Forestry or relevant field. <b>Required Experience:</b> Minimum 01 year of post-qualification experience in relevant field preferably in NRM projects with business skills, management, budgeting and analysis. <b>Essential Skills:</b> 1. Excellent client-facing and internal communication skills. 2. Solid organizational skills including attention to detail and multi-tasking skills. 3. Excellent written and verbal communication skills. 4. Strong working knowledge of Microsoft Office.	5-10	Rs. 22,100/-
1.3	Programme Associate/ Assistant Manager (Monitoring & Evaluation)	<b>Desired Qualification:</b> Graduate or Post-Graduate in statistics, demographics, public policy, development studies and engineering. Preferably with advanced certificate in M&E & statistics. <b>Required Experience:</b> i) Assistant Manager: Minimum 3 years' experience in monitoring, evaluation, and planning positions responsible for implementing M&E activities. Well versed in developing and designing monitoring & evaluation system to capture,	2	Rs. 22,100/- / Rs. 31,200/-

		<p>record, and interpret information to measure work performance and progress.</p> <p><b>ii) Programme Associate:</b> Minimum 01 year experience in monitoring, evaluation, and planning positions responsible for implementing M&amp;E activities.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Should be an excellent communicator and comfortable with managing multiple task.</li> <li>2. Should be a team player and have a problem solving aptitude.</li> <li>3. Should be expert in MS Excel, PPT &amp; Word.</li> <li>4. Excellent coordinating skills with the internal resources and stakeholders for the flawless executions of the projects.</li> </ol> <p><b>Essential Requirement:</b> The work will entail frequent travelling to the project clusters/villages. Applicant should possess his/her own two wheeler/vehicle.</p>		
1.4	Manager – Finance & Accounts	<p><b>Desired Qualification:</b> Chartered Accountant/ M-COM/ MBA (Finance &amp; Accounting)/ B. Com with solid understanding of financial statistics and accounting legislation and regulations.</p> <p><b>Required Experience:</b></p> <ol style="list-style-type: none"> <li>i) For CA/M-COM: Minimum 03 years of proven experience as finance manager or proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</li> <li>ii) For MBA (Finance &amp; Accounting)/ B. Com: Minimum 05 Years of experience in as finance manager or financial analyst in any financial sector or project in the government sector.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Experience in the financial sector with previous possible roles such as financial analyst</li> <li>2. Extensive understanding of financial trends both within the company and general market patterns</li> <li>3. Proficient user of finance software</li> <li>4. Strong interpersonal, communication and presentation skills</li> </ol>	1	Rs. 39,000/-

2. For applying the above positions; candidates have to fill the 'Application Form' from the following link: <https://forms.gle/XqaNqFddJzBXQVeG7>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. For detail information about the positions are made available on MBDA's website <https://mbda.gov.in/>
5. Last date for receipt of applications is **31<sup>st</sup> January 2024 (upto 05:00PM)** and applications received after the last date will not be considered.

**Sd/-**  
**Assistant General Manager – Human Resources**  
**MBMA/MBDA**



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### NOTIFICATION

No. MBDA/ MBMA -4/ 2013/Vol – IX/1602

Dated, Shillong the 17<sup>th</sup> January 2024

The Meghalaya Basin Management Agency (MBMA) invites online applications from eligible candidate to fill up the following positions on a contractual basis to be posted at Shillong. The detailed information(s) regarding the application form link, advertisement and notification are available on MBDA's website <https://mbda.gov.in/>

#### 1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	Vacancy	Monthly Emolument
1.1	Manager (Civil Engineer)	<p><b>Desired Qualification:</b> Bachelor Degree in Civil Engineering offered by a University recognized by the UGC or an associate membership/similar qualification obtained from a recognized professional institution in the field of civil engineering.</p> <p><b>Required Experience:</b> Minimum 05 years of post-qualification experience at supervision of construction work and structural design. Preference will be given to those having experience in the relevant field of civil works in the Rural Development sector.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Experience in contract management, preparation of estimates, civil works bills and measurement books.</li><li>2. Good Command of computer programs and applications.</li><li>3. Demonstrated strong values and professional integrity.</li><li>4. Preparation of Designs.</li></ol> <p><b>Requirement:</b> The work will entail frequent travelling to the project cluster/village</p>	1	Rs. 39,000/-
1.2	Programme Associate (Project Management)	<p><b>Desired Qualification:</b> Graduate or Post Graduate in Agriculture/ Horticulture/ Forestry or relevant field.</p> <p><b>Required Experience:</b> Minimum 01 year of post-qualification experience in relevant field preferably in NRM projects with business skills, management, budgeting and analysis.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Excellent client-facing and internal communication skills.</li><li>2. Solid organizational skills including attention to detail and multi-tasking skills.</li><li>3. Excellent written and verbal communication skills.</li><li>4. Strong working knowledge of Microsoft Office.</li></ol>	5-10	Rs. 22,100/-
1.3	Programme Associate/ Assistant Manager (Monitoring & Evaluation)	<p><b>Desired Qualification:</b> Graduate or Post-Graduate in statistics, demographics, public policy, development studies and engineering. Preferably with advanced certificate in M&amp;E &amp; statistics.</p> <p><b>Required Experience:</b></p> <p>i) Assistant Manager: Minimum 3 years' experience in monitoring, evaluation, and planning positions responsible for implementing M&amp;E activities. Well versed in developing and designing monitoring &amp; evaluation system to capture,</p>	2	Rs. 22,100/- / Rs. 31,200/-

		<p>record, and interpret information to measure work performance and progress.</p> <p><b>ii) Programme Associate:</b> Minimum 01 year experience in monitoring, evaluation, and planning positions responsible for implementing M&amp;E activities.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Should be an excellent communicator and comfortable with managing multiple task.</li> <li>2. Should be a team player and have a problem solving aptitude.</li> <li>3. Should be expert in MS Excel, PPT &amp; Word.</li> <li>4. Excellent coordinating skills with the internal resources and stakeholders for the flawless executions of the projects.</li> </ol> <p><b>Essential Requirement:</b></p> <p>The work will entail frequent travelling to the project clusters/villages. Applicant should possess his/her own two wheeler/vehicle.</p>		
1.4	Manager – Finance & Accounts	<p><b>Desired Qualification:</b> Chartered Accountant/ M-COM/ MBA (Finance &amp; Accounting)/ B. Com with solid understanding of financial statistics and accounting legislation and regulations.</p> <p><b>Required Experience:</b></p> <ol style="list-style-type: none"> <li>i) For CA/M-COM: Minimum 03 years of proven experience as finance manager or proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</li> <li>ii) For MBA (Finance &amp; Accounting)/ B. Com: Minimum 05 Years of experience in as finance manager or financial analyst in any financial sector or project in the government sector.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Experience in the financial sector with previous possible roles such as financial analyst</li> <li>2. Extensive understanding of financial trends both within the company and general market patterns</li> <li>3. Proficient user of finance software</li> <li>4. Strong interpersonal, communication and presentation skills</li> </ol>	1	Rs. 39,000/-

**2. Age Limit:** The age limit is up to 45 years

**3. Place of Posting:** Selected candidate shall be posted at any district/block of the state as per the requirement of the organization.

**4. Remuneration:**

**4.1.** The monthly emolument shall be as mentioned above.

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

**4.3.** EPF contributions from both employee and employer share.

**5. Period of Contract:**

**5.1.** Selected candidates shall be given a one (1) year contract. The contract may be renewed subject to the satisfaction of MBDA/MBMA and continuance of the project.

**5.2.** 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 MBDA/MBMA to that effect.

## **6. How to Apply:**

**6.1.** For applying the above positions; candidates have to fill the 'Application Form' from the following link: <https://forms.gle/XqaNqFddJzBXQVeG7>

**6.2.** All applications should be submitted through online mode only. No other mode of applications will be entertained.

**6.3.** Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

**6.4.** The above links are also made available on MBDA website, <https://mbda.gov.in/>

**6.5.** Incomplete applications shall not be entertained and is liable to be rejected.

**6.6.** Last date for receipt of applications is 31<sup>st</sup> January 2024 (upto 05:00PM) and applications received after the last date will not be considered.

**6.7.** In respect of candidates who are currently in services, he/she shall submit the "No Objection Certificate" from the employer when called for the personal interview.

## **7. Selection Process:**

**7.1.** There will be written test/ technical test and personal interview for all positions. Written test/Technical Test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

**7.2.** The Written Test/ Personal Interview may be held in Shillong only.

## **8. General Information:**

**8.1.** 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. MBDA/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.

**8.2.** 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, <https://mbda.gov.in/>

**8.3.** MBDA/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.

**8.4.** In case of non-availability of suitable candidates with prescribed qualifications and experience, MBDA/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.

**8.5.** The number of vacancies indicated in the advertisement and notification is tentative. MBDA/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.

**8.6.** MBDA/MBMA reserves the right to extend the closing date for receipt of applications. MBDA/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.

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

**8.8.** Canvassing of any kind will render to disqualification.

**8.9.** 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.

**Sd/-**  
**Assistant General Manager – Human Resources**  
**MBMA/MBDA**