



# MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,  
Shillong, East Khasi Hills, 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)

No.MBMA(HR)/MSAMB/170/2023/694

## ADVERTISEMENT

Dated Shillong, 29<sup>th</sup> July 2023

The Meghalaya Basin Management Agency (MBMA) on behalf of the Meghalaya State Agriculture Marketing Board (MSAMB) invites online applications from eligible candidate to fill up the following positions on a contractual basis for a period of 1 year to be posted at Meghalaya State Agriculture Marketing Board, Shillong. The detailed information's regarding the application form link, advertisement, notification are available on MBDA's Website. <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Positions	Qualifications, Experiences & Skills Required	No. of Vacancies	Place of Posting	Monthly Emolument (Inclusive of Base pay + Incentives)
1.1	Project Manager	<p><b>Qualification:</b> B Tech in Food Processing/ MBA/ Postgraduate in Agriculture / Horticulture.</p> <p><b>Experience Required:</b> Minimum 5 years relevant experience in Project Management /Value Chain/Agribusiness marketing/Agriculture/Food processing/Government projects/ Good Agriculture Practices (GAP, GMP)/Products Quality Control, Branding and Marketing.</p> <p><b>Skills Required:</b></p> <ol style="list-style-type: none"> <li>Good knowledge in Project Management/Project Implementation and Government Processes/ Value Chain/Stakeholder Management</li> <li>Good knowledge of budgeting and financial analysis, projects documentation and tools</li> <li>Leadership skills</li> <li>Good knowledge in MS office and data analysis</li> <li>Certification in Project Management (preferable)</li> </ol> <p><b>Tentative Role and Responsibility:</b></p> <ol style="list-style-type: none"> <li>Manage the overall monitoring and review of the Cluster Development Project on behalf of MSAMB</li> <li>The work will entail frequent travelling to the project cluster/ villages</li> <li>Other assignment as engaged by MSAMB</li> </ol>	01 (One)	Shillong	Rs.89,300/-
1.2	Agri-Technical Manager	<p><b>Qualification:</b> Postgraduate/in Agriculture/ Horticulture/ Biotechnology/Microbiology</p> <p><b>Experience Required:</b> Minimum 3 years of work experience in Agriculture/Horticulture/Farm and Hi-Tech Nursery Management, Tissue Culture and Plant Health Clinics</p> <p><b>Skills Required:</b></p> <ol style="list-style-type: none"> <li>Good Written and verbal communication skills</li> <li>Good knowledge on Agronomic practices</li> <li>Knowledge on Government projects related to Agriculture/ Horticulture</li> <li>Knowledge on digitization tools/processes used in Agriculture/ Horticulture related projects.</li> <li>Research experience in Agriculture /Horticulture/ agronomic practices</li> <li>Good knowledge in MS office and data analysis</li> </ol> <p><b>Role:</b></p> <ol style="list-style-type: none"> <li>Support the State Project Manager and MSAMB in monitoring and review of the Cluster Development Project.</li> <li>The work will entail frequent travelling to the project cluster/ village</li> <li>Other assignment as engaged by MSAMB</li> </ol>	01 (One)	Shillong	Rs.54,900/-
1.3	Data Manager	<p><b>Qualification:</b> Graduate or Postgraduate in Agriculture/ Horticulture /Economics/Statistics or BE/BTech/MCA</p> <p><b>Experience Required:</b> Minimum 2 years of work experience in Government projects in the field of Data management and analysis/Inventory management/Database and Information Technology/MIS</p>	02 (Two)	Shillong	Rs.47,100/-

Current Office Address: Meghalaya Basin Development Authority/Meghalaya Basin Management Agency

C/o Meghalaya State Housing Financing Co-operative Society Ltd. Campus, Nongrim Hills, Shillong-793003

		<p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>i) Working experience of tools/processes for data management</li> <li>ii) Ability to analyze, interpret, and organize large amounts of data using various tools/technologies.</li> <li>iii) Understanding of modern database and information technologies</li> <li>iv) Working experience in Management Information Systems/Data Management Platforms</li> <li>v) Advanced knowledge in MS Office package and use of spreadsheets</li> </ul> <p><b>Role:</b></p> <ul style="list-style-type: none"> <li>i) Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of the cleaned data.</li> <li>ii) Implement efficient and secure procedures for data handling and analysis with attention to all technical aspects.</li> <li>iii) Coordinate with the Project Manager, Agri-Technical Manager and MSAMB on the various activities required.</li> <li>iv) Assist with reports and data extraction when needed.</li> <li>v) The work will entail frequent travelling to the project cluster/ village.</li> <li>vi) Other assignments as engaged by MSAMB</li> </ul>			
1.4	Asst. Manager Marketing	<p><b>Qualification:</b> Graduate or Postgraduate in Agri-Marketing Management/MBA.</p> <p><b>Experience Required:</b> Minimum 2 years of experience in Agri-Marketing and other related work.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>i) Good Written and Verbal Communication Skills.</li> <li>ii) Computer literacy with general MS office package, spreadsheets, and data analysis.</li> </ul> <p><b>Requirement:</b> The work will entail frequent travelling to the project cluster/ village.</p>	02 (Two)	Khasi Hills, Garo Hills	Rs. 39,300/-
1.5	Technical Assistant	<p><b>Qualification:</b> Graduate or Postgraduate in Agriculture/ Horticulture /Food processing</p> <p><b>Experience Required:</b> Minimum 1 Year of experience in related field.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>i) Good Written and Verbal Communication Skills.</li> <li>ii) Computer literacy with general MS office package, spreadsheets, and data analysis.</li> </ul> <p><b>Requirement:</b> The work will entail frequent travelling to the project cluster/ village.</p>	02 (Two)	Khasi Hills, Garo Hills	Rs. 31,800/-

1. For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://forms.gle/V3z3DkGBUTpaSgem7>
2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
3. For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
4. Last date for receipt of applications is **19<sup>th</sup> August 2023** (upto 05:00PM) and applications received after the last date will not be considered.

Sd/-  
Assistant General Manager – Human Resources  
Meghalaya Basin Management Agency





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## NOTIFICATION

No.MBMA(HR)/MSAMB/170/2023/695

Dated Shillong, 29<sup>th</sup> July 2023

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1.2	Agri-Technical Manager	<p><b>Qualification:</b> Postgraduate/in Agriculture/ Horticulture/ Biotechnology/Microbiology</p> <p><b>Experience Required:</b> Minimum 3 years of work experience in Agriculture/Horticulture/Farm and Hi-Tech Nursery Management, Tissue Culture and Plant Health Clinics</p> <p><b>Skills Required:</b></p> <ol style="list-style-type: none"> <li>Good Written and verbal communication skills</li> <li>Good knowledge on Agronomic practices</li> <li>Knowledge on Government projects related to Agriculture/ Horticulture</li> <li>Knowledge on digitization tools/processes used in Agriculture/ Horticulture related projects.</li> <li>Research experience in Agriculture /Horticulture/ agronomic practices</li> <li>Good knowledge in MS office and data analysis</li> </ol> <p><b>Role:</b></p> <ol style="list-style-type: none"> <li>Support the State Project Manager and MSAMB in monitoring and review of the Cluster Development Project.</li> <li>The work will entail frequent travelling to the project cluster/ village</li> <li>Other assignment as engaged by MSAMB</li> </ol>	01 (One)	Shillong	Rs.54,900/-
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Current Office Address: Meghalaya Basin Development Authority/Meghalaya Basin Management Agency

C/o Meghalaya State Housing Financing Co-operative Society Ltd. Campus, Nongrim Hills, Shillong-793003



		Data management and analysis/Inventory management/Database and Information Technology/MIS <b>Skills Required:</b> i) Working experience on tools/processes for data management ii) Ability to analyze, interpret, and organize large amounts of data using various tools/technologies. iii) Understanding of modern database and information technologies iv) Working experience in Management Information Systems/Data Management Platforms v) Advanced knowledge in MS Office package and use of spreadsheets <b>Role:</b> i) Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of the cleaned data. ii) Implement efficient and secure procedures for data handling and analysis with attention to all technical aspects. iii) Coordinate with the Project Manager, Agri-Technical Manager and MSAMB on the various activities required. iv) Assist with reports and data extraction when needed. v) The work will entail frequent travelling to the project cluster/ village. vi) Other assignments as engaged by MSAMB			
1.4	Assistant Manager Marketing	<b>Qualification:</b> Graduate or Postgraduate in Agri-Marketing Management/MBA. <b>Experience Required:</b> Minimum 2 years of experience in Agri-Marketing and other related work. <b>Skills Required:</b> i) Good Written and Verbal Communication Skills. ii) Computer literacy with general MS office package, spreadsheets, and data analysis. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/ village.	02 (Two)	Khasi Hills, Garo Hills	Rs. 39,300/-
1.5	Technical Assistant	<b>Qualification:</b> Graduate or Postgraduate in Agriculture/ Horticulture /Food processing <b>Experience Required:</b> Minimum 1 Year of experience in related field. <b>Skills Required:</b> i) Good Written and Verbal Communication Skills. ii) Computer literacy with general MS office package, spreadsheets, and data analysis. <b>Requirement:</b> The work will entail frequent travelling to the project cluster/ village.	02 (Two)	Khasi Hills, Garo Hills	Rs. 31,800/-

1. **Essential Skills for the positions:** Good written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation, etc are the common essential skills requirement. Other skills required are mentioned above against each position.
2. **Age Limit:** Upto 45 years
3. **Place of Posting:** Selected candidate shall be posted at the location mentioned above.
4. **Remuneration:**
  - 4.1. The monthly emolument shall be as mentioned in the above column.
5. **Duration of Contract:**
  - 5.1. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MBMA and continuance of the project you are engaged with.
  - 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 candidate with the MBMA to that effect.
6. **How to Apply:**
  - 6.1. For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://forms.gle/V3z3DkGBUTpaSgem7>
  - 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, [www.mbda.gov.in](http://www.mbda.gov.in)
  - 6.5. Incomplete application shall not be entertained and is liable to be rejected.
  - 6.6. Last date for receipt of applications is **19<sup>th</sup> August, 2023 (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, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.

**7. Selection Process:**

- 7.1. There will be written/assignment and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 7.2. The Written Test/ Personal Interview will be held only in Shillong.
- 8. General Information:**
- 8.1. The pre-requisite qualifications and experience are minimal 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.
- 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, [www.mbda.gov.in](http://www.mbda.gov.in) and office notice board.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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.
- 8.6. 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.
- 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**  
**Meghalaya Basin Management Agency**