



# 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)

## ADVERTISEMENT

No. MBDA/ MBMA -4 (Vol – VIII)/ 2013/ 1483

Dated Shillong, 07<sup>th</sup> June 2023

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 the Cluster Development Project Management Unit, Shillong & Tura. 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	Monthly Emolument
1.1	State Project Manager	<p><b>Qualification:</b> Graduate or Post Graduate degree/Diploma in Agri-business or Food Business Management from National/International Premiere institutes</p> <p><b>Experience Required:</b> Minimum 7 years of work experience in managing development project management preferably in Food Processing or Agri-Business Development or MSME out of which minimum 3 years in leadership role</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good Written and Verbal Communication Skills.</li> <li>- Good level of proficiency in Windows Excel and quantitative and qualitative analysis</li> <li>- Computer literacy with general MS package, spreadsheet and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/ village across the State</li> </ul>	Rs. 78,000/- plus allowances as admissible
1.2	Manager (Marketing & Operation)	<p><b>Qualification:</b> Graduate or Post Graduate Degree/MBA/Diploma in Marketing Management, Agri - Marketing, Rural Management with specialization in Marketing</p> <p><b>Experience Required:</b> Minimum 5 years of experience in sourcing /marketing of agri/food products, linking of MSME units with retail chain, branding etc. Preference will be given to candidates having experience in pre-production/production/post harvesting/processing/branding/marketing of Agri products.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good Written and Verbal Communication Skills.</li> <li>- Computer literacy with general MS package, spreadsheet and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/ village across the state</li> </ul>	Rs. 46,000/-plus allowances as admissible
1.3	Procurement Specialist	<p><b>Qualification:</b> Graduate or Post Graduate in Purchase/ Material Management/ Procurement &amp; Supply Chain/ Inventory &amp; Logistics/ Commerce/ Business and Financial Management.</p> <p><b>Experience Required:</b> Minimum 8 years of experience in Purchase, Procurement &amp; Supply Chain, Inventory and Logistic Management related functions.</p> <ul style="list-style-type: none"> <li>- Candidate having at-least 05 years' experience in procurement and Contract Management in any external aided projects (IFAD, World Bank, JICA, ADB, etc) would be given preference.</li> <li>- Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services</li> <li>- Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process.</li> <li>- Experience of working with any Central or State PSU or other similar Government organization of public procurement system will be preferred</li> </ul>	Rs. 78,000/- plus allowances as admissible

		<ul style="list-style-type: none"> <li>- Expertise in drafting and negotiating agreements with different kinds of procurement selection methods.</li> <li>- Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc.</li> </ul> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication.</li> <li>- Strong Analytical and Negotiation Skills</li> <li>- Excellent Decision Making &amp; Problem-Solving Skills.</li> <li>- Computer skills like Word Processing, Spread Sheets and Power Point Presentation</li> <li>- Excellent management and leadership skills to motivate employees across the board</li> <li>- Financial skills particularly focusing on budget management and costs estimations</li> </ul>	
1.4	Assistant Manager (Agronomist)	<p><b>Qualification:</b> BSc/MSc in Agriculture/Horticulture</p> <p><b>Experience Required:</b> Minimum 3 years of experience in related field Preference will be given to candidate having experience in pre-production/production of Turmeric /Ginger crop.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good Written and Verbal Communication Skills.</li> <li>- Good knowledge in Project Management and Marketing intelligence</li> <li>- Computer literacy with general MS package, spreadsheet and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/ village.</li> </ul>	Rs. 31,200/-plus allowances as may be admissible
1.5	Assistant Manager (Tissue Culture Lab)	<p><b>Qualification:</b> BSc/MSc in in Botany/Biotechnology</p> <p><b>Experience Required:</b> Minimum 3 years of experience in related field Preference will be given to candidate having experience in pre-production/production of Turmeric/Ginger crop</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good Written and Verbal Communication Skills.</li> <li>- Computer literacy with general MS package, spreadsheet and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/ village.</li> </ul>	Rs.31,200/-plus allowances as may be admissible
1.6	Assistant Manager (Bio Control Lab)	<p><b>Qualification:</b> BSc/MSc in in Botany/Biotechnology/Micro Biology</p> <p><b>Experience Required:</b> Minimum 3 years of work experience Preference will be given to candidate having experience in pre-production/production of Turmeric/Ginger crop</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good Written and Verbal Communication Skills.</li> <li>- Computer literacy with general MS package, spreadsheet and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/ village.</li> </ul>	Rs. 31,200/-plus allowances as may be admissible

2. For applying the above positions; candidates has to fill the ‘Application Form’ from the following link;

<https://tinyurl.com/cdpmbma>

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

4. Last date for receipt of applications is **26<sup>th</sup> June’2023** upto **(5:00PM)** 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. MBDA/ MBMA -4 (Vol – VIII)/ 2013/ 1484

Dated Shillong, 07<sup>th</sup> June 2023

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 the Cluster Development Project Management Unit, Shillong & Tura. 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	Monthly Emolument
1.1	State Project Manager	<p><b>Qualification:</b> Graduate or Post Graduate degree/Diploma in Agri-business or Food Business Management from National/International Premiere institutes</p> <p><b>Experience Required:</b> Minimum 7 years of work experience in managing development project management preferably in Food Processing or Agri-Business Development or MSME out of which minimum 3 years in leadership role</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good Written and Verbal Communication Skills.</li> <li>- Good level of proficiency in Windows Excel and quantitative and qualitative analysis</li> <li>- Computer literacy with general MS package, spreadsheet and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/ village across the State</li> </ul>	1(One)	Rs.78,000/- plus allowances as may be admissible
1.2	Manager (Marketing & Operation)	<p><b>Qualification:</b> Graduate or Post Graduate Degree/MBA/Diploma in Marketing Management, Agri - Marketing, Rural Management with specialization in Marketing</p> <p><b>Experience Required:</b> Minimum 5 years of experience in sourcing /marketing of agri/food products, linking of MSME units with retail chain, branding etc. Preference will be given to candidates having experience in pre-production/production/post harvesting/processing/branding/marketing of Agri products.</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good Written and Verbal Communication Skills.</li> <li>- Computer literacy with general MS package, spreadsheet and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/ village across the state</li> </ul>	1(One)	Rs.46,000/- plus allowances as may be admissible
1.3	Procurement Specialist	<p><b>Qualification:</b> Graduate or Post Graduate in Purchase/ Material Management/ Procurement &amp; Supply Chain/ Inventory &amp; Logistics/ Commerce/ Business and Financial Management.</p> <p><b>Experience Required:</b> Minimum 8 years of experience in Purchase, Procurement &amp; Supply Chain, Inventory and Logistic Management related functions.</p> <ul style="list-style-type: none"> <li>- Candidate having at-least 05 years' experience in procurement and Contract Management in any external aided projects (IFAD, World Bank, JICA, ADB, etc) would be given preference.</li> <li>- Candidate shall be conversant with the prevailing State and/or Government</li> </ul>	1(One)	Rs.78,000/- plus allowances as may be admissible

		<p>Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services</p> <ul style="list-style-type: none"> <li>- Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process.</li> <li>- Experience of working with any Central or State PSU or other similar Government organization of public procurement system will be preferred</li> <li>- Expertise in drafting and negotiating agreements with different kinds of procurement selection methods.</li> <li>- Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc.</li> </ul> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication.</li> <li>- Strong Analytical and Negotiation Skills</li> <li>- Excellent Decision Making &amp; Problem-Solving Skills.</li> <li>- Computer skills like Word Processing, Spread Sheets and Power Point Presentation</li> <li>- Excellent management and leadership skills to motivate employees across the board</li> <li>- Financial skills particularly focusing on budget management and costs estimations</li> </ul>		
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1.5	Assistant Manager (Tissue Culture Lab)	<p><b>Qualification:</b> BSc/MSc in in Botany/Biotechnology</p> <p><b>Experience Required:</b> Minimum 3 years of experience in related field Preference will be given to candidate having experience in pre-production/production of Turmeric/Ginger crop</p> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>- Good Written and Verbal Communication Skills.</li> <li>- Computer literacy with general MS package, spreadsheet and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/ village.</li> </ul>	2(nos)	Rs.31,200/- plus allowances as per admissible
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**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.
- 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.

#### **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://tinyurl.com/cdpmbma>
- 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 **26<sup>th</sup> June'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 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. 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)
- 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**