ADVERTISEMET
(Walk-in Interview)

Dated Shillong, the 5 May, 2020

The Meghalaya Basin Development Authority (MBDA) invites a “Walk-in Interview” for the following positions to be appointed on contractual basis for a period of 6 (Six) months for the Corona Care Centre. Interested candidates fulfilling the eligibility criteria may walk-in to the O/o Meghalaya Basin Development Authority, Nongrim Hills, Shillong – 793003.

1. Position Vacant:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>Minimum Qualification &amp; Experience</th>
<th>Place of Posting</th>
</tr>
</thead>
</table>
| 1.1     | Senior Manager   | a. Graduate in any stream from a recognized institute/university. Candidates having the following specializations will be given preference;  
- Hospital Administration/Management,  
- Healthcare Administration/Management,  
- Public Health Management,  
- Hospitality Management  
b. Minimum 8 (Eight) years of working experience in healthcare/hospital or hospitality sector in operations & administration functions at supervisory capacity level.  
c. The role will involve overseeing the smooth running of operations and administrations functions of the Corona Care Centre. | Shillong |
| 1.2     | Manager          | a. Graduate in any stream from a recognized institute/university. Candidates having the following specializations will be given preference;  
- Hospital Administration/Management,  
- Healthcare Administration/Management,  
- Public Health Management,  
- Hospitality Management  
b. Minimum 5 (Five) years of working experience in healthcare/hospital or hospitality sector in operations, administration, and inventory or logistic functions.  
c. The role will involve managing manpower, administrative related and logistics requirements of the Corona Care Centre. | Shillong |
| 1.3     | Programme Associate | a. Graduate in any stream from a recognized institute/university.  
b. At-least 1 (One) year of experience in billing & accounts will be given preference.  
c. The role will involve assisting in handling ordering/managing food and hotel bookings/allotment, transportation, supply of consumables and other related materials and logistics arrangement. | Shillong |

2. Date & Time for "Walk-in Interview"

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date of Interview</th>
<th>Time for Registration</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12-May-2020</td>
<td>09:00AM to 11:00AM</td>
<td>Senior Manager &amp; Manager</td>
</tr>
<tr>
<td>2</td>
<td>13-May-2020</td>
<td>09:00AM to 11:00AM</td>
<td>Programme Associate</td>
</tr>
</tbody>
</table>

3. Documents Required: Candidate should bring along with the following documents:

a) Updated Resume  
b) Recent passport size photograph (1)  
c) Original certificates (for verification)  
d) Self attested copies of educational qualifications, mark-sheets, age certificate, experience certificate, etc

4. The advertisement and notification is available on the MBDA’s website [https://www.mbd.gov.in](https://www.mbd.gov.in)

Note: Candidates are to strictly follow at all times the health protocol as issued by the Health and Family Welfare, Government of Meghalaya

Sd/-
Deputy Chief Executive Officer  
Meghalaya Basin Development Authority
The Meghalaya Basin Development Authority (MBDA) invites a "Walk-in Interview" for the following positions to be appointed on contractual basis for a period of 6 (Six) months for the Corona Care Centre. Interested candidates fulfilling the eligibility criteria may walk-in to the O/o Meghalaya Basin Development Authority, Nongrim Hills, Shillong – 793003.

### 1. Position Vacant:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>Minimum Qualification &amp; Experience</th>
<th>Place of Posting</th>
</tr>
</thead>
</table>
| 1.1 | Senior Manager | a. Graduate in any stream from a recognized institute/university. Candidates having the following specializations will be given preference;  
- Hospital Administration/Management,  
- Healthcare Administration/Management,  
- Public Health Management,  
- Hospitality Management  
b. Minimum 8 (Eight) years of working experience in healthcare/hospital or hospitality sector in operations & administration functions at supervisory capacity level.  
c. The role will involve overseeing the smooth running of operations and administrations functions of the Corona Care Centre. | Shillong |
| 1.2 | Manager | a. Graduate in any stream from a recognized institute/university. Candidates having the following specializations will be given preference;  
- Hospital Administration/Management,  
- Healthcare Administration/Management,  
- Public Health Management,  
- Hospitality Management  
b. Minimum 5 (Five) years of working experience in healthcare/hospital or hospitality sector in operations, administration, and inventory or logistic functions.  
c. The role will involve managing manpower, administrative related and logistics requirements of the Corona Care Centre. | Shillong |
| 1.3 | Programme Associate | a. Graduate in any stream from a recognized institute/university.  
b. At least 1 (One) year of experience in billing & accounts will be given preference.  
c. The role will involve assisting in handling ordering/managing food and hotel bookings/allotment, transportation, supply of consumables and other related materials and logistics arrangement. | Shillong |

### 2. Date & Time for “Walk-in Interview”

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date of Interview</th>
<th>Time for Registration</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12-May-2020</td>
<td>09:00AM to 11:00AM</td>
<td>Senior Manager &amp; Manager</td>
</tr>
<tr>
<td>2</td>
<td>13-May-2020</td>
<td>09:00AM to 11:00AM</td>
<td>Programme Associate</td>
</tr>
</tbody>
</table>
3. **Documents Required:** Candidate should bring along with the following documents:
   a) Updated Resume
   b) Recent passport size photograph (1)
   c) Original certificates (for verification)
   d) Self attested copies of educational qualifications, mark-sheets, age certificate, experience certificate, etc

The advertisement is available on the MBDA's website [https://www.mbda.gov.in](https://www.mbda.gov.in)

**Note:** Candidates are to strictly follow at all times the health protocol as issued by the Health and Family Welfare, Government of Meghalaya

_Sd/-_
Deputy Chief Executive Officer
Meghalaya Basin Development Authority