

ADVERTISEMENT
(Walk-in Interview)

MBDA.423/2020/820

Dated Shillong, the 5th 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:

Sl. No.	Name of the Post	Minimum Qualification & Experience	Place of Posting
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 a. Minimum 5 (Five) years of working experience in healthcare/hospital or hospitality sector in operations, administration, and inventory or logistic functions. b. 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"

Sl. No.	Date of Interview	Time for Registration	Position
1	12-May-2020	09:00AM to 11:00AM	Senior Manager & Manager
2	13-May-2020	09:00AM to 11:00AM	Programme Associate

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.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



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Headquarter, Nongrim Hills, Shillong
Meghalaya - 793003
Phone: +91-364- 2522921/2522992
Website: www.mbda.gov.in

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