



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, E-mail: admin.mbda@gov.in

No. MBDA/MBMA -4/Vol-VII/2013/1410

Dated Shillong, 1st December, 2022

ADVERTISEMENT

The Meghalaya Basin Management Agency (MBMA) is hiring a competent Executive Secretary to support executive officers in our organization to be posted at Shillong. The detailed information's regarding the application form link, advertisement, notification, and the terms of reference are available in MBDA's website: <https://www.mbda.gov.in>

Positions	Essential Qualifications and Experiences	Monthly Salary
Executive Secretary	<p>Qualification: Graduate or Post Graduate in any discipline with excellent communication skills (written & verbal). Outstanding in planning, organizing and executing the day-to-day activities of high level positions.</p> <p>Experiences, Skills & Attributes:</p> <ol style="list-style-type: none">1. At-least 05 years of proven working experience in the role of Executive Secretary, Executive Assistant, Personal Secretary or similar role experience with senior level positions.2. Excellent communication skills (written & verbal) and Interpersonal skills.3. Proficient in MS Office, Excel, PPT and "back-office" software (e.g. ERP)4. In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of the State Government Administrative Rules.5. Familiarity with basic research methods and reporting techniques6. Outstanding organizational and time management skills.7. Experience in content management, excellent copywriting skills, taking dictation, etc.8. Ability to deliver creative content (text, image and video)9. Excellent analytical and multitasking skills10. Integrity and confidentiality <p>Requirement: Apart from the filled application form & updated resume, a Cover Letter on candidate's suitability and interest in the position is a must with a word limit of 500 max.</p>	Rs.60,000/- plus allowances

1. For applying the above positions; candidates has to fill the '**Application Form**' from the following link; <https://tinyurl.com/mbmaexecsec>
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 **10th December, 2022 (upto 05:00PM)** and applications received after the last date will not be considered.

Sd/-

Assistant General Manager (HR)
Meghalaya Basin Management Agency



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No. MBDA/MBMA -4/Vol-VII/2013/ 1411

Dated Shillong, 1st December, 2022

NOTIFICATION

The Meghalaya Basin Management Agency (MBMA) is hiring a competent Executive Secretary to support executive officers in our organization to be posted at Shillong. The detailed information's regarding the application form link, advertisement, notification, and the terms of reference are available in MBDA's website: <https://www.mbda.gov.in>

Positions	Essential Qualifications and Experiences	Monthly Salary	No. of Vacant Position
Executive Secretary	<p>Qualification: Graduate or Post Graduate in any discipline with excellent communication skills (written & verbal). Outstanding in planning, organizing and executing the day-to-day activities of high level positions.</p> <p>Experiences, Skills & Attributes:</p> <ol style="list-style-type: none"> 1. At-least 05 years of proven working experience in the role of Executive Secretary, Executive Assistant, Personal Secretary or similar role experience with senior level positions. 2. Excellent communication skills (written & verbal) and Interpersonal skills. 3. Proficient in MS Office, Excel, PPT and "back-office" software (e.g. ERP) 4. In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of the State Government Administrative Rules. 5. Familiarity with basic research methods and reporting techniques 6. Outstanding organizational and time management skills. 7. Experience in content management, excellent copywriting skills, taking dictation, etc. 8. Ability to deliver creative content (text, image and video) 9. Excellent analytical and multitasking skills 10. Integrity and confidentiality <p>Requirement: Apart from the filled application form & updated resume, a Cover Letter on candidate's suitability and interest in the position is a must with a word limit of 500 max.</p>	Rs.60,000/- plus allowances	02

- 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.
 - 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/mbmaexesec>

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

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

6.6. Last date for receipt of applications is **10th December, 2022 (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. A Cover Letter on candidate's suitability and interest in the position (maximum 500 words) is mandatory for the position application failing which the applications will be rejected.

7.2. There will be written/assignment and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

7.3. 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 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 (HR)
Meghalaya Basin Management Agency