

ADVERTISEMENT

Advt.No.MBDA(HR)/794/2022/507, Dated, Shillong 29th August 2024

The Meghalaya Basin Development Authority is hiring the following position on behalf of the Office of Development Commissioner for the State Capability Enhancement Project (SCEP). SCEP is an initiative for strengthening government capacity to tackle complex development challenges in sustainable rural development, health & nutrition, early childhood & adolescent development, education, & women empowerment.

1. Vacant Position:

Sl. No.	Position	Essential Qualifications & Experiences	Place of Posting	Pay
1.1	Development Associate	<p>Essential Qualifications: Bachelors or Masters (preferable) degree in relevant fields such as public administration, public health, education, development studies, economics, management or other related fields, from a reputed institution.</p> <p>Experiences, Skills & Attributes:</p> <ol style="list-style-type: none">2+ years of relevant work experienceSelf-starter who can thrive in a “start-up” setting by taking ownership and initiativePassionate about working in development and demonstrated interest in helping communities improve development outcomesStrong listening, verbal, and written communication skills	Shillong	Rs.50000
1.2	Communication Associate	<p>Essential Qualifications: Graduate or Post Graduate in Mass Communication & Journalism or in a relevant field such as public administration, public health, environmental policy, education, gender studies, economics and management from a recognized institution. Candidates from other disciplines with exceptional demonstrated skills may also apply.</p> <p>Experiences, Skills & Attributes:</p> <ol style="list-style-type: none">4+years of relevant work experience in the media and communications sector, with published articles or write ups in one or more websites/journals.Candidates having an ability to make good PowerPoint presentations and other communication materials will be preferred.A demonstrated skill in photography/videography/video editing/graphic designing is preferable.Hands-on experience in content management.Ability to deliver creative content (text, image and video).Good knowledge of SEO, keyword research, social media tools and google analytics. <p>Passionate about working in development and demonstrated interest in helping communities improve development outcomes.</p>	Shillong	Rs.35000

1. For applying the above positions; candidate has to fill the ‘**Application Form**’ from the following link;

Development Associate	<p>Link to Application Form: https://forms.gle/cjVMJiRgILV4d5Xe9 Job Description: https://drive.google.com/file/d/1zNi0eeY7yU6cvNQU5Gy-R_Se5YOHkSvP/view?usp=share_link</p>
Communication Associate	<p>Link to Application Form: https://forms.gle/C3hypsQw2vklfitt7 Job Description: https://drive.google.com/file/d/1EnkX8kd_IpG8-Q_nH0VlbZLeY-qI5FMh/view?usp=share_link</p>

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

3. The above links are also made available in MBDA website, www.mbda.gov.in

4. Last date for receipt of applications is **14th September 2024 (upto 05:00PM)**.

Sd/-

Shri Sampath Kumar, IAS
Development Commissioner to the Government of Meghalaya &
Chief Executive Officer, MBDA



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(Reg No. SR/MBDA – 4/11 OF 2011)

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NOTIFICATION

No.MBDA(HR)/794/2022/508

Dated, Shillong, 29th August, 2024

The Meghalaya Basin Development Authority is hiring the following positions on behalf of the Office of Development Commissioner for the State Capability Enhancement Project (SCEP). SCEP is an initiative for strengthening government capacity to tackle complex development challenges in sustainable rural development, health & nutrition, early childhood & adolescent development, education, & women empowerment.

1. Position Vacant:

Sl. No.	Position	Essential Qualifications & Experiences	Place of Posting	No. of Vacancy	Pay
1.1	Development Associate	Essential Qualifications: Bachelors or Masters (preferable) degree in relevant fields such as public administration, public health, education, development studies, economics, management or other related fields, from a reputed institution. Experiences, Skills & Attributes: <ol style="list-style-type: none">2+ years of relevant work experienceSelf-starter who can thrive in a “start-up” setting by taking ownership and initiativePassionate about working in development and demonstrated interest in helping communities improve development outcomesStrong listening, verbal, and written communication skills	Shillong	02	Rs. 50,000
1.2	Communication Associate	Essential Qualifications: Graduate or Post Graduate in Mass Communication & Journalism or in a relevant field such as public administration, public health, environmental policy, education, gender studies, economics and management from a recognized institution. Candidates from other disciplines with exceptional demonstrated skills may also apply. Experiences, Skills & Attributes: <ol style="list-style-type: none">4+years of relevant work experience in the media and communications sector, with published articles or write ups in one or more websites/journals.Candidates having an ability to make good PowerPoint presentations and other communication materials will be preferred.A demonstrated skill in photography/videography/video editing/graphic designing is preferable.Hands-on experience in content management.Ability to deliver creative content (text, image and video).Good knowledge of SEO, keyword research, social media tools and google analytics.Passionate about working in development and demonstrated interest in helping communities improve development outcomes.	Shillong	01	Rs.35,000

2. **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.
3. **Age Limit:** Upto 45 years
4. **Place of Posting:** Selected candidate shall be posted at the location mentioned above.
5. **Remuneration:**
 - 5.1. The monthly emolument shall be as mentioned in the above column.
 - 5.2. House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
 - 5.3. EPF contributions from both employee and employer.

6. Duration of Contract:

- 6.1. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction and continuance of the project you are engaged with.
- 6.2. 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 SCEP to that effect.

7. How to Apply:

- 7.1. For applying the above positions; candidates have to fill the ‘**Application Form**’ from the following link;

Development Associate	Link to Application Form: https://forms.gle/cjVMjiRgLV4d5Xe9 Job Description: https://drive.google.com/file/d/1zNI0eeY7yU6cvNQ5Gy-R_Se5YOHkSvP/view?usp=share_link
Communication Associate	Link to Application Form: https://forms.gle/C3hypSQw2vkfitt7 Job Description: https://drive.google.com/file/d/1EnkX8kd_IpG8-Q_nH0VlbZLeY-ql5FMh/view?usp=share_link

- 7.2. All applications should be submitted through online mode only. All applications should be submitted through online mode only. No other mode of applications will be entertained.
- 7.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 7.4. The above links are also made available on MBDA website, www.mbda.gov.in
- 7.5. Incomplete application shall not be entertained and is liable to be rejected.
- 7.6. Last date for receipt of applications is **14th September 2024 (upto 05:00PM)** and applications received after the last date will not be considered.
- 7.7. Detailed information about the SCEP project, position and job description (JD) are also made available in MBDA’s website <https://www.mbda.gov.in> or in the folders linked above.
- 7.8. In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.

8. Selection Process:

- 8.1. There will be written/technical test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 8.2. The Written Test/ Personal Interview will be held only in Shillong.

9. General Information:

- 9.1. 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. SCEP 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.
- 9.2. 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.

- 9.3. SCEP 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.
- 9.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, SCEP 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.
- 9.5. The number of vacancies indicated in the advertisement and notification is tentative. SCEP 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.
- 9.6. SCEP reserves the right to extend the closing date for receipt of applications. SCEP 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.
- 9.7. No TA/DA shall be paid for attending written test and interview.
- 9.8. Canvassing of any kind will render to disqualification.
- 9.9. Staff already working with SCEP, 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/-

Shri Sampath Kumar, IAS
Development Commissioner to the Government of Meghalaya &
Chief Executive Officer, MBDA