



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 .MBMA(HR)/154/2021/137

Dated Shillong the 06th June 2024

ADVERTISEMENT

The Meghalaya Basin Management Agency (MBMA) invites online applications from eligible candidate in prescribed format to fill up the following position on contractual basis. 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>

I. Positions :-

Sl. No.	Position	Desired Qualifications & Experiences	No. of Positions	Place of Posting
1.1	Manager (Learning and Development)	<p>Desired Qualification: Bachelor's or Master degree in Human Resources/ Psychology/ English/ Development Studies/ Social Science.</p> <p>Desired Experience: Minimum 5 years of work experience in training and development Good Knowledge in designing and conducting trainings and capacity building. Proficient in conducting training need analysis and research. Expert in formation of training module/ design as per the organisational needs.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication preferably in English and Hindi. • Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously and demonstrated ability to review and prioritize work independently and effectively. • Strong interpersonal skills and stakeholder management <p>Requirement:</p> <ul style="list-style-type: none"> • Ability to maintain a calm and positive attitude and to work productively with heavy workloads, competing priorities, complex problems and tight guidelines. 	1	Shillong
1.2	Manager (Finance & Accounts)	<p>Desired Qualification: Chartered Accountant/ M-COM/ MBA (Finance & Accounting)/ B. Com with solid understanding of financial statistics and accounting legislation and regulations.</p> <p>Desired Experience:</p> <p>i) For CA/M-COM: Minimum 03 years of proven experience as finance manager or proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>ii) For MBA (Finance & Accounting)/ B. Com: Minimum 05 Years of experience in as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Experience in the financial sector with previous possible roles such as financial analyst • Extensive understanding of financial trends both within the company and general market patterns • Proficient user of finance software • Strong interpersonal, communication and presentation skills 	1	Shillong
1.3	Programme Associate (MIS)	<p>Desired Qualification: Graduate or Post Graduate in B.Tech/ BE in Computer Science / Electronics & Communications Engineering or IT related branches.</p> <p>Desired Experience: Minimum of 01year experience in IT.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Should have basic hands-on coding experience in any one of the programming languages. Javascript and Python are preferred. • Should be an expert in any one of the MIS/CRM/ERP 	1	Shillong

		<p>systems.</p> <ul style="list-style-type: none"> • Expert in databases (RDBMS and nosql) • Experience in creating ERDs and workflow processes. • Experience in UI/UX to design/oversee the user-friendly forms. • Expert in Data Visualisation and reporting tools like Tableau or Power BI • Past experience working with Government Agencies or International Institutions. <p>Essential Requirements:</p> <ul style="list-style-type: none"> • Good written and verbal communication • Should be available to work whenever necessary including holidays. 		
1.4	Programme Associate (Business Facilitation/ Partnership/ Enablement)	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Graduate or Post Graduate in Legal and Finance/ Technology /Business Management / Social Welfare would be preferred. Candidate with good academic record from reputed educational institution is desirable. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 1 (One) Year of experience in relevant field. <p>Skills:</p> <ul style="list-style-type: none"> • Knowledge about Business compliances, Taxation laws, Accounting principles is will be essential. • Knowledge and experience in Training Need Analysis, business diagnostics. • Proven knowledge & capability in working with computers (advanced excel and power-point would be essential) • Good command and capability in oral and written communication (English and Local Language). • Ability to manage large amounts of Data, interpret and present professionally. • Understanding and exposure to business fundamentals would be essential. • Other desirable traits include - independent handling of responsibilities with minimal supervision, good interpersonal & communication skills to be able to work in teams and deal with external partners, entrepreneurial mindset to help get things done in a small and fast evolving organization, self-driven results-oriented mindset. • Good networking skills - experience in government liaisons will be useful. • Willingness and ability to travel at short notice within the state including rural and remote areas, nationally and globally as needed. 	7	<ul style="list-style-type: none"> • Shillong • Ri Bhoi • West Jaintia Hills
1.5	Programme Associate (Incubation)	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Graduate or Post Graduate in Legal and Finance/ Technology /Business Management / Social Welfare would be preferred. Candidate with good academic record from reputed educational institution is desirable. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 1 (One) Year of experience in relevant field. <p>Skills:</p> <ul style="list-style-type: none"> • Knowledge and experience in planning, implementation, monitoring, coordination and reporting of Project Management cycle is mandatory. • Proven knowledge & capability in working with computers (including comfort with basic tools like Word, PowerPoint & Excel) would be essential. • Good command and capability in oral and written communication (English and Local Language). • Creative flair and an ability to quickly conceptualize, ideate and articulate are preferred traits. • Understanding and exposure to business fundamentals would be desirable. • Other desirable traits include - independent handling of 	3	<ul style="list-style-type: none"> • Shillong • Ri Bhoi • West Jaintia Hills

		<p>responsibilities with minimal supervision, good interpersonal & communication skills to be able to work in teams and deal with external partners, entrepreneurial mindset to help get things done in a small and fast evolving organization, self-driven results-oriented mindset.</p> <ul style="list-style-type: none"> • Good networking skills • Willingness and ability to travel at short notice withing the state including rural and remote areas, nationally and globally as needed. 		
1.6	<p>Assistant Manager (Liaison Officer/ Coordinator/ Communication & Events)</p>	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Graduate or Post Graduate in Hospitality, Tourism, Guest Services would be preferred. <p>Experience: Minimum 3 Years of experience in handling General administration as a Personal Assistant or Secretarial role.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Team Management including performance assessment and resource utilization. • Knowledge and experience in Training Need Analysis, business diagnostics. • Proven knowledge & capability in working with computers (advanced excel and power-point would be essential) • Good command and capability in oral and written communication (English and Local Language). • Ability to manage large amounts of Data, interpret and present professionally. • Understanding and exposure to business fundamentals would be essential. • Vendor Management and general administration skills • Good networking skills – experience in government liaisons will be useful. • Willingness and ability to travel at short notice withing the state including rural and remote areas, nationally and globally as needed. 	3	<ul style="list-style-type: none"> • Shillong • Ri Bhoi • West Jaintia Hills
1.7	<p>Assistant Manager/ Programme Associate (Acceleration)</p>	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Graduate or Post Graduate in Technology/ Business Management/ Social Welfare would be preferred. Candidate with good academic record from reputed educational institution is desirable. <p>Experience:</p> <ul style="list-style-type: none"> • For Assistant Manager - Minimum 3 (three) years of experience in the relevant field. • For Programme Associate – Minimum 1 (One) year of experience in the relevant field. <p>Skills:</p> <ul style="list-style-type: none"> • Knowledge and experience in planning, implementation, monitoring, coordination and reporting of Project Management cycle is mandatory. • Proven knowledge & capability in working with computers (including comfort with basic tools like Word, PowerPoint & Excel) would be essential. • Good command and capability in oral and written communication (English and Local Language). • Creative flair and an ability to quickly conceptualize, ideate and articulate are preferred traits. • Understanding and exposure to business fundamentals would be desirable. • Other desirable traits include - independent handling of responsibilities with minimal supervision, good interpersonal & communication skills to be able to work in teams and deal with external partners, entrepreneurial mindset to help get things done in a small and fast evolving organization, self-driven results-oriented mindset. 	1	Shillong

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1.8	Senior Programme Associate (Business Facilitation)	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Graduates / Post Graduates with experience in areas like Legal and Finance/ Technology / Business management / social welfare would be preferred. Candidate with good academic record from reputed educational institution is desirable. <p>Experience: Minimum 3 Years of experience in the Relevant field.</p> <p>Skills:</p> <p>Leadership Skills and Ownership – Team Management</p> <ul style="list-style-type: none"> • Knowledge about Business compliances, Taxation laws, Accounting principles is will be essential. • Knowledge and experience in Training Need Analysis, business diagnostics. • Proven knowledge & capability in working with computers (advanced excel and power-point would be essential) • Good command and capability in oral and written communication (English and Local Language). • Ability to manage large amounts of Data, interpret and present professionally. • Understanding and exposure to business fundamentals would be essential. • Other desirable traits include - independent handling of responsibilities with minimal supervision, good interpersonal & communication skills to be able to work in teams and deal with external partners, entrepreneurial mindset to help get things done in a small and fast evolving organization, self-driven results-oriented mindset. • Good networking skills – experience in government liaisons will be useful. • Willingness and ability to travel at short notice withing the state including rural and remote areas, nationally and globally as needed. 	1	Shillong

1. For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://forms.gle/rr9qYJ8zZS1qwzqe7>
2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
3. Last date for receipt of applications is **21st June 2024** (upto 05:00PM) 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

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I. Positions :-

Sl. No.	Position	Desired Qualifications & Experiences	No. of Positions	Place of Posting	Monthly Emolument
1.1	Manager (Learning and Development)	<p>Desired Qualification: Bachelor's or Master degree in Human Resources/ Psychology/ English/ Development Studies/ Social Science.</p> <p>Desired Experience: Minimum 5 years of work experience in training and development Good Knowledge in designing and conducting trainings and capacity building. Proficient in conducting training need analysis and research. Expert in formation of training module/ design as per the organisational needs.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication preferably in English and Hindi. • Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously and demonstrated ability to review and prioritize work independently and effectively. • Strong interpersonal skills and stakeholder management <p>Requirement:</p> <ul style="list-style-type: none"> • Ability to maintain a calm and positive attitude and to work productively with heavy workloads, competing priorities, complex problems and tight guidelines. 	1	Shillong	Rs. 39,000/-
1.2	Manager (Finance & Accounts)	<p>Desired Qualification: Chartered Accountant/ M-COM/ MBA (Finance & Accounting)/ B. Com with solid understanding of financial statistics and accounting legislation and regulations.</p> <p>Desired Experience:</p> <p>i) For CA/M-COM: Minimum 03 years of proven experience as finance manager or proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>ii) For MBA (Finance & Accounting)/ B. Com: Minimum 05 Years of experience in as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Experience in the financial sector with previous possible roles such as financial analyst • Extensive understanding of financial trends both within the company and general market patterns • Proficient user of finance software • Strong interpersonal, communication and presentation skills 	1	Shillong	Rs. 39,000/-
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		<ul style="list-style-type: none"> Expert in databases (RDBMS and nosql) Experience in creating ERDs and workflow processes. Experience in UI/UX to design/oversee the user-friendly forms. Expert in Data Visualisation and reporting tools like Tableau or Power BI Past experience working with Government Agencies or International Institutions. <p>Essential Requirements:</p> <ul style="list-style-type: none"> Good written and verbal communication Should be available to work whenever necessary including holidays. 			
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1.5	Programme Associate (Incubation)	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> Graduate or Post Graduate in Legal and Finance/ Technology /Business Management / Social Welfare would be preferred. Candidate with good academic record from reputed educational institution is desirable. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 1 (One) Year of experience in relevant field. <p>Skills:</p> <ul style="list-style-type: none"> Knowledge and experience in planning, implementation, monitoring, coordination and reporting of Project Management cycle is mandatory. Proven knowledge & capability in working with computers (including comfort with basic tools like Word, PowerPoint & Excel) would be essential. Good command and capability in oral and written communication (English and Local Language). Creative flair and an ability to quickly conceptualize, ideate and articulate are preferred traits. Understanding and exposure to business fundamentals would be desirable. Other desirable traits include - independent handling of responsibilities with minimal supervision, good interpersonal & communication skills to be able to work in 	3	<ul style="list-style-type: none"> Shillong Ri Bhoi West Jaintia Hills 	Rs. 22,100/-

		<p>teams and deal with external partners, entrepreneurial mindset to help get things done in a small and fast evolving organization, self-driven results-oriented mindset.</p> <ul style="list-style-type: none"> • Good networking skills • Willingness and ability to travel at short notice withing the state including rural and remote areas, nationally and globally as needed. 			
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1.7	<p>Assistant Manager/ Programme Associate (Acceleration)</p>	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Graduate or Post Graduate in Technology/ Business Management/ Social Welfare would be preferred. Candidate with good academic record from reputed educational institution is desirable. <p>Experience:</p> <ul style="list-style-type: none"> • For Assistant Manager - Minimum 3 (three) years of experience in the relevant field. • For Programme Associate – Minimum 1 (One) year of experience in the relevant field. <p>Skills:</p> <ul style="list-style-type: none"> • Knowledge and experience in planning, implementation, monitoring, coordination and reporting of Project Management cycle is mandatory. • Proven knowledge & capability in working with computers (including comfort with basic tools like Word, PowerPoint & Excel) would be essential. • Good command and capability in oral and written communication (English and Local Language). • Creative flair and an ability to quickly conceptualize, ideate and articulate are preferred traits. • Understanding and exposure to business fundamentals would be desirable. • Other desirable traits include - independent handling of responsibilities with minimal supervision, good interpersonal & communication skills to be able to work in teams and deal with external partners, entrepreneurial mindset to help get things done in a small and fast evolving organization, self-driven results-oriented mindset. • Good networking skills • Willingness and ability to travel at short notice withing the state including rural and remote areas, nationally and 	1	Shillong	Rs. 31,200/-

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1.8	Senior Programme Associate (Business Facilitation)	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Graduates / Post Graduates with experience in areas like Legal and Finance/ Technology / Business management / social welfare would be preferred. Candidate with good academic record from reputed educational institution is desirable. <p>Experience: Minimum 3 Years of experience in the Relevant field.</p> <p>Skills:</p> <p>Leadership Skills and Ownership – Team Management</p> <ul style="list-style-type: none"> • Knowledge about Business compliances, Taxation laws, Accounting principles is will be essential. • Knowledge and experience in Training Need Analysis, business diagnostics. • Proven knowledge & capability in working with computers (advanced excel and power-point would be essential) • Good command and capability in oral and written communication (English and Local Language). • Ability to manage large amounts of Data, interpret and present professionally. • Understanding and exposure to business fundamentals would be essential. • Other desirable traits include - independent handling of responsibilities with minimal supervision, good interpersonal & communication skills to be able to work in teams and deal with external partners, entrepreneurial mindset to help get things done in a small and fast evolving organization, self-driven results-oriented mindset. • Good networking skills – experience in government liaisons will be useful. • Willingness and ability to travel at short notice withing the state including rural and remote areas, nationally and globally as needed. 	1	Shillong	Rs. 31,200/-

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 of MBMA 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 MBMA to that effect.

7. How to Apply:

- 7.1 For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://forms.gle/rr9qYJ8zZS1qwzqe7>
- 7.2 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 **21st June 2024 (upto 05:00PM)** and applications received after the last date will not be considered.
- 7.7 In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.

8. Selection Process:

- 8.1 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.
- 8.2 There will be written/assignment and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 8.3 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. 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.
- 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 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.
- 9.4 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.
- 9.5 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.
- 9.6 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.
- 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 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