



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

ADVERTISEMENT

No. MBDA/ MBMA – 4 / 2013/Vol-IX/807

Dated Shillong, the 23rd October 2024

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate in prescribed format to fill up the following position on contractual basis. The detailed application form, advertisement and notification are available in MBMA's website <https://www.mbda.gov.in>

1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	Monthly Emolument
1.1	Senior Manager/ Manager - Procurement	<p>Desired Qualification: Bachelor's or Master degree in Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Commerce/ Business and Financial Management.</p> <p>Desired Experience:</p> <p>Senior Manager: Minimum of 07-08 years of experience in Purchase, Procurement & Supply Chain, Inventory and Logistic Management related functions.</p> <p>Manager: Minimum of 05 years of experience as Manager in Purchase, Procurement & Supply Chain, Inventory and Logistic Management related functions</p> <ol style="list-style-type: none"> 1. Candidate having experience in procurement and Contract Management in any external aided projects (IFAD, JICA, ADB, etc) would be given preference. 2. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services. 3. Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process. 4. Expertise in drafting and negotiating agreements with different kinds of procurement selection methods. 5. Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc. <p>Essential Skills:</p> <ol style="list-style-type: none"> 1. Good written and verbal communication. 2. Strong Analytical and Negotiation Skills 3. Excellent Decision Making & Problem Solving Skills. 4. Computer skills like Word Processing, Spread Sheets and Power Point Presentation 5. Excellent management and leadership skills to motivate employees across the board 6. Financial skills particularly focusing on budget management and costs estimations. 	<p>For Senior Manager- Rs.46,800/- Plus allowances as admissible</p> <p>For Manager- Rs. 39,000/- Plus allowances as admissible</p>
1.2	Assistant General Manager (Finance & Accounts)	<p>Desired Qualification: Master or Bachelor's Degree in Accounting, Finance, Economics, or a related field is typically required.</p> <p>Desired Experience: Typically, at least 10 years of experience in finance, accounting, and management. Out of this, 5-7 years should ideally be in a senior leadership or management role.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Financial Management: <ul style="list-style-type: none"> ○ Expertise in financial planning, budgeting, and forecasting. ○ Deep understanding of financial reporting and analysis, including compliance with financial regulations (e.g., GAAP, IFRS). ○ Experience in Financial Management of Externally Aided Projects (World Bank, IFAD, KfW, JICA, etc). • Accounting: <ul style="list-style-type: none"> ○ Strong knowledge of accounting principles, tax laws, auditing, and financial record-keeping. ○ Experience with accounting software (e.g., SAP, Oracle, QuickBooks) and ERP systems. • Strategic Financial Planning: <ul style="list-style-type: none"> ○ Ability to develop long-term financial strategies that align with the company's business objectives. ○ Experience in capital allocation, cost optimization, and investment planning. • Risk Management: <ul style="list-style-type: none"> ○ Proficiency in identifying financial risks and implementing mitigation strategies (including risk management frameworks). ○ Familiarity with corporate governance practices and internal controls. 	<p>Rs. 78,000/- Plus allowances as admissible</p>

	<ul style="list-style-type: none">• Compliance and Regulation:<ul style="list-style-type: none">○ Knowledge of tax regulations, compliance issues, and statutory financial reporting requirements.○ Experience in handling audits, both internal and external.• Leadership and Team Management:<ul style="list-style-type: none">○ Strong leadership skills with experience in managing large finance and accounting teams.○ Ability to mentor, coach, and build high-performance teams.• Communication and Stakeholder Management:<ul style="list-style-type: none">○ Excellent communication skills, with the ability to present financial insights to non-finance stakeholders (e.g., board of directors, senior executives).○ Strong negotiation skills, particularly with banks, investors, and regulatory authorities.• Technology Skills:<ul style="list-style-type: none">○ Proficiency in financial modeling and the use of technology in finance (data analytics, financial automation, etc.).○ Familiarity with emerging trends such as FinTech, blockchain, or AI in finance.	
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2. For applying the above positions; candidates have to fill the 'Application Form' from the following link: <https://forms.gle/vV5aovZQfsjujBf4A>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. For detail information about the positions are made available on MBDA's website <https://www.mbda.gov.in>
5. Last date for receipt of applications is **05th November 2024 (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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NOTIFICATION

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1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	No. of Vacancy	Place of Posting	Monthly Emolument
1.1	Senior Manager/ Manager-Procurement	<p>Desired Qualification: Bachelor's or Master degree in Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Commerce/ Business and Financial Management.</p> <p>Desired Experience:</p> <p>Senior Manager: Minimum of 07-08 years of experience in Purchase, Procurement & Supply Chain, Inventory and Logistic Management related functions.</p> <p>Manager: Minimum of 05 years of experience as Manager in Purchase, Procurement & Supply Chain, Inventory and Logistic Management related functions.</p> <ol style="list-style-type: none"> Candidate having experience in procurement and Contract Management in any external aided projects (IFAD, JICA, ADB, etc) would be given preference. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services. Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process. Expertise in drafting and negotiating agreements with different kinds of procurement selection methods. Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc. <p>Essential Skills:</p> <ol style="list-style-type: none"> Good written and verbal communication. Strong Analytical and Negotiation Skills Excellent Decision Making & Problem Solving Skills. Computer skills like Word Processing, Spread Sheets and Power Point Presentation Excellent management and leadership skills to motivate employees across the board Financial skills particularly focusing on budget management and costs estimations. 	01 (one)	Shillong	<p>For Senior Manager- Rs.46,800/- Plus allowances as admissible</p> <p>For Manager- Rs. 39,000/- Plus allowances as admissible</p>
1.2	Assistant General Manager (Finance & Accounts)	<p>Desired Qualification: Master or Bachelor's Degree in Accounting, Finance, Economics, or a related field is typically required.</p> <p>Desired Experience: Typically, at least 10 years of experience in finance, accounting, and management. Out of this, 5-7 years should ideally be in a senior leadership or management role.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> Financial Management: <ul style="list-style-type: none"> Expertise in financial planning, budgeting, and forecasting. Deep understanding of financial reporting and analysis, including compliance with financial regulations (e.g., GAAP, IFRS). Experience in Financial Management of Externally Aided Projects (World Bank, IFAD, KfW, JICA, etc) 	01 (one)	Shillong	Rs. 78,000/- Plus allowances as admissible

	<ul style="list-style-type: none"> • Accounting: <ul style="list-style-type: none"> ○ Strong knowledge of accounting principles, tax laws, auditing, and financial record-keeping. ○ Experience with accounting software (e.g., SAP, Oracle, QuickBooks) and ERP systems. • Strategic Financial Planning: <ul style="list-style-type: none"> ○ Ability to develop long-term financial strategies that align with the company's business objectives. ○ Experience in capital allocation, cost optimization, and investment planning. • Risk Management: <ul style="list-style-type: none"> ○ Proficiency in identifying financial risks and implementing mitigation strategies (including risk management frameworks). ○ Familiarity with corporate governance practices and internal controls. • Compliance and Regulation: <ul style="list-style-type: none"> ○ Knowledge of tax regulations, compliance issues, and statutory financial reporting requirements. ○ Experience in handling audits, both internal and external. • Leadership and Team Management: <ul style="list-style-type: none"> ○ Strong leadership skills with experience in managing large finance and accounting teams. ○ Ability to mentor, coach, and build high-performance teams. • Communication and Stakeholder Management: <ul style="list-style-type: none"> ○ Excellent communication skills, with the ability to present financial insights to non-finance stakeholders (e.g., board of directors, senior executives). ○ Strong negotiation skills, particularly with banks, investors, and regulatory authorities. • Technology Skills: <ul style="list-style-type: none"> ○ Proficiency in financial modeling and the use of technology in finance (data analytics, financial automation, etc.). ○ Familiarity with emerging trends such as FinTech, blockchain, or AI in finance 			
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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 have to fill the 'Application Form' from the following link: <https://forms.gle/vVSAovZQfsjujBf4A>
 - 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, <https://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 **05th November 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
- 8.2 There will be written/assignment and personal interview for the position. 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, <https://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 (HR)
Meghalaya Basin Management Agency