



# 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)

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

No.MBDA/MBMA/HR/2023/409/1014

Dated, Shillong, Dt.30<sup>th</sup> May 2023

## INTERNAL JOB POSTING

The Meghalaya Basin Development Authority (MBDA) is pleased to announce the following vacant positions; Livelihood & Market Linkages and District Project Management (DPM), to be filled internally through an internal job posting for the MegLIFE project.

All employees including daily wage staff engaged under MBDA/MBMA/MINR/PRIME/FOCUS who meet the criteria are encourage to apply to any of the vacant position.

### **Position vacant & its eligibility criteria:**

#### **1. Livelihood & Market Linkages (PA/AM/Dy. Manager/Manager)**

**a. Qualification:** Graduate or Post Graduate in any disciplines with sound knowledge in rural livelihood & market linkages.

**b. Experience:**

**For Programme Associate position:**

- Minimum one year of working experience in the current position like PA/MTA/Daily Wage is required.
- Preferably with experience in livelihood promotion activities and Rural Finance having fair knowledge of Micro Finance & Financial Services.

**For AM and above positions:**

- Minimum 03 years of working experience in the current position is required.
- Preferably with experience in livelihood promotion activities and Rural Finance having fair knowledge of Micro Finance & Financial Services.

**c. No. of Vacancy: 24**

**d. Place of Posting:**

1. Mawryngkneng	9. Kharkutta	17. Dalu
2. Mawkynrew	10. Songsak	18. Gambegre
3. Mairang	11. Samanda	19. Rongram
4. Mawkyrwat	12. Dambo Rongjeng	20. Zikzak
5. Umling	13. Baghmara	21. Betasing
6. Umsning	14. Gasuapara	22. Chokpot
7. Thadlaskein	15. Rongara	23. Laskein
8. Resubelpara	16. Tikrikilla	24. Sellsella

#### **2. District/Block Project Management (Manager/Senior Manager):**

**a. Qualification:** Graduate or Post Graduate in any disciplines with excellent skills in project management, financial management & budgeting, business management, agribusiness management, etc.

**b. Experience:**

- Minimum 03 years of working experience in the current position is required.
- Preferably with proven experience in project administration, financial management, budgeting & analysis with sound knowledge about the MegLIFE project and its initiatives.

**c. Skills Required:**

- Should be an excellent communicator and comfortable with managing multiple task.
- Should be a team player and have a problem solving aptitude.
- Should be expert in MS Excel, PPT & Word.
- Excellent coordinating skills with the internal resources and stakeholders for the flawless executions of the projects.

**d. No. of Vacancy:**

- **For DPM: 11**
- **For BPM:** to be decided based on the requirement.

**e. Place of Posting:**

- **For DPM:** EKH, WKH, SWKH, WJH, EJH, Ri-bhoi, NGH, WGH, EGH, SWGH, SGH
- **For BPM:** Will be decided based on the requirement.

**Terms & Conditions:**

---

**Eligibility:**

1. The above positions are applicable to all MBDA/MBMA staff only.
2. Interested candidate should be willing to take up dual responsibilities or projects.
3. The level of positions to be offered to the selected candidates for the Livelihood & Market Linkages positions will be either within same level or higher level position i.e.; Programme Associate/Assistant Manager/Dy. Manager/Manager, depending on the years of experience as mentioned in the criteria at **Sl.No.1 (a) & (b)** and performance of the candidate during the selection/assessment process.
4. In-case of District Project Manager, level of positions to be offered will be at the level of Manager & Senior Manager depending on the years of experience as mentioned in the criteria at **Sl.No.2 (a), (b) & (c)** and performance of the candidate during the selection/assessment process.
5. The pay structure will be fixed as per the revised pay structure with pay protection from the current salary drawn.

**How to Apply:**

1. For applying the above internal job postings; candidates are required to fill the 'Online Application Form' from the following link; <https://tinyurl.com/ijpmbda>
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 **10<sup>th</sup> June 2023 (upto 5.00 p.m.)** and no application received after the last date will be considered.

**Selection Process:**

1. There will be only personal interview for the shortlisted candidates.
2. Personal Interview will be held only in Shillong.

*Sd-*  
**Executive Director**  
**Meghalaya Basin Development Authority**