



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

## ADVERTISEMENT

No.MBMA(HR)/Recruitment/128/2020/950

Dated Shillong, 17<sup>th</sup> August, 2020

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate in prescribed format to **fill up the following position for a fixed term engagement period of 6(Six)months** . 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	HR Specialist (Policies and Procedures)	<p><b>Desired Qualification:</b> Graduate or Post Graduate in any disciplines.</p> <p><b>Desired Experience:</b></p> <ol style="list-style-type: none"><li>1. Minimum <b>01-03</b> years of experience and strong working knowledge on various functions and implementation of policies and procedures in a Company/Society/Corporations of the following : recruitment &amp; selection strategy, compensation, payroll &amp; benefits, training &amp; development, performance appraisal management, along with structuring institutions which favour open discussions, grievance redressal and counselling awareness for all the staff</li><li>2. Expert in research &amp; development plans, policies, procedures, structures and documents, manuals, employee handbooks. which reduces friction and ensures maximum synergies between various wings/units of the organisation</li><li>3. Strong knowledge of Indian labour legislation law and disciplinary procedures.</li><li>4. Developing mechanisms in overseeing and implementation of organizational policies and procedures like code of conduct or standing order.</li><li>5. Expert in conducting surveys, interviews, and other research related human resource policies.</li></ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Good written and verbal communication.</li><li>2. Strong Research and Analytical Skills</li><li>3. Excellent Decision Making &amp; Problem Solving Skills.</li><li>4. Demonstrated strong values and professional integrity</li><li>5. Proven strong track record in developing, drafting, implementing and explaining employment policies and practices</li><li>6. In-depth knowledge of labour laws, regulations, and guidelines related to HR policy and contract negotiations.</li></ol> <p><b>Requirement :Apart from filled application form and other credentials, 1000 words write up on how you will contribute to the organisation with specific focus on human resource management and procedures is a must.(please note that application without the write up will not be entertained and is liable to be rejected)</b></p>	Rs.70,000/-

2. Notification and prescribed application form can be downloaded from the website, [www.mbda.gov.in](http://www.mbda.gov.in) or can be obtained free of cost from the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong.**
3. The Duration of the assignment will be for a period of 06(six) months w.e.f. the date of joining. Since this position is for a fixed term, the incumbent is expected to complete the assignment within the specified time period.
4. Details about the desired qualifications, experiences, and terms of reference for the above positions may be seen in the notification.
5. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the position before applying.
6. For Mode of Submission of Application and other detailed information, please see the notification **Sl. No. 8**
7. Last Date for submission of application is **31<sup>st</sup> August, 2020 upto 05:00 PM**. Application received after the last date will be not be entertained and MBDA will not be responsible for any kind of postal loss or transit delay.

Sd/-

Executive Director

Meghalaya Basin Management Agency

## 1. Terms of References (TOR):

### 1.1 Name of the position: Human Resource Specialist (Policies & Procedures)

**1.2 Job Summary:** Perform all aspects of human resources policies and procedures re-evaluation, research, implementation and development. Conduct and perform process re-engineering of the policy manuals and development of new policies and procedures for the organization and ensuring alignment of all the HR functional policies with the corporate & public sector HR policies and practices and in line with defined organizational objectives.

### 1.3 Key Areas of Responsibilities:

- a. Review the external comparative market and existing policies and recommend revisions if any changes required ensuring our policies and procedures remain relevant.
- b. Compiled HR Policies and Procedures and develop new HR policies and procedures in conjunction with the process owner.
- c. Conduct appropriate research, studies, surveys meeting with similar organisation and Government departments in support of policy development and highlight key findings to support policy improvement initiatives.
- d. Review procedures to ensure they remain current / viable and revises where required.
- e. Review potential policies in order to ensure they do not conflict with the labor law or government regulations.
- f. Provide clear interpretation of policies to HR Unit of MBDA/MBMA so they can in turn communicate to its managers and employees.
- g. Develop HR Manual Book and Employee Handbooks.
- h. Provide guidance and support to the HR Unit as and when needed.
- i. Take the lead in process re-engineering and developing the policies to support approved improvements.

**1.4 Deliverables:** The above position assignments are for a fixed term engagement period of six (06) months. The work will entails frequent travelling to all 11 district office locations for research and surveys of employee and employer needs.

- a. To develop and publish or put in place the following documents like HR Policies and Procedures, HR Manual Book, Employee Handbook, Employee Code of Conduct, Grievance Redressal, Organizational Standing Order, etc.
- b. Conduct and deliver training & orientation on the new implemented policies and procedures among the HR, employees and management staff.
- c. Prepare and present monthly output report for the task assigned.
- d. Any other Assigned tasks which may arises during finalisation of the engagement contract

*Sd/-*

**Executive Director**

**Meghalaya Basin Management Agency**



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## NOTIFICATION

No.MBMA(HR)/Recruitment/128/2020/951

Dated Shillong, 17<sup>th</sup> August, 2020

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate in prescribed format to **fill up the following position for a fixed term engagement period of 06 (Six) months** . 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	No. Of Vacancy	Place of Posting	Monthly Emolument
1.1	HR Specialist (Policies and Procedures)	<p><b>Desired Qualification:</b> Graduate or Post Graduate in any disciplines.</p> <p><b>Desired Experience:</b></p> <ol style="list-style-type: none"> <li>1. Minimum <b>01-03</b> years of experience and strong working knowledge on various functions and implementation of policies and procedures in a Company/Society/Corporations of the following : recruitment &amp; selection strategy, compensation, payroll &amp; benefits, training &amp; development, performance appraisal management, along with structuring institutions which favour open discussions, grievance redressal and counselling awareness for all the staff</li> <li>2. Expert in research &amp; development plans, policies, procedures, structures and documents, manuals, employee handbooks. which reduces friction and ensures maximum synergies between various wings/units of the organisation</li> <li>3. Strong knowledge of Indian labour legislation law and disciplinary procedures.</li> <li>4. Developing mechanisms in overseeing and implementation of organizational policies and procedures like code of conduct or standing order.</li> <li>5. Expert in conducting surveys, interviews, and other research related human resource policies.</li> </ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Good written and verbal communication.</li> <li>2. Strong Research and Analytical Skills</li> <li>3. Excellent Decision Making &amp; Problem Solving Skills.</li> <li>4. Demonstrated strong values and professional integrity</li> <li>5. Proven strong track record in developing, drafting, implementing and explaining employment policies and practices</li> <li>6. In-depth knowledge of labour laws, regulations, and guidelines related to HR policy and contract negotiations.</li> </ol> <p><b>Requirement :Apart from filled application form and other credentials, 1000 words write up on how you will contribute to the organisation with specific focus on human resource management and procedures is a must.(please note that application without the write up will not be entertained and is liable to be rejected)</b></p>	01 (One)	Shillong	Rs.70,000/-

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 the position.

3. **Age Limit:** Upto 35 years

4. **Place of Posting:** Shillong, with extensive travelling to the Districts, Blocks of the State

5. **Remuneration:**

4.1 The monthly emolument shall be as mentioned in the above column.

4.2 TA/DA as per admissible for category 1 staff of MBMA shall be paid for any official tours

6. **Duration of Contract:**

1.1 The Duration of the assignment will be for a period of 06(six) months w.e.f. the date of joining. Since this position is for a fixed term, the incumbent is expected to complete the assignment within the specified time period. Details about the desired qualifications , experiences, terms of reference for the above position may be seen in the notification

1.2 A detailed document of terms and conditions of engagement would be provided to the selected candidate and a deed agreement would have to be signed by the selected candidate with the MBMA to that effect.

7. **Prescribed Application Form:** Prescribe application form can be downloaded from MBDA/MBMA website, [www.mbda.gov.in](http://www.mbda.gov.in) “Or” can be obtained free of cost from the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya-793003.**

8. **Mode of Submission of Filled Application Form:**

8.1 **“By Post or Direct Submission” to the Office of the Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003”**  
“Or” **“Via-email” to [recruitmentmbda20@gmail.com](mailto:recruitmentmbda20@gmail.com) or [hrd.mbda@gov.in](mailto:hrd.mbda@gov.in) .**

8.2 Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as **“Application for the position of “\_\_\_\_\_”**”.

8.3 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the position before applying.

8.4 Candidate must enclose along with the Application Form, recent passport size photograph, and self attested copies of the following documents;

8.4.1 Filled Application form

8.4.2 **1000 words write up on how you will contribute to the organisation with specific focus on human resource management and procedures is a must.**

8.4.3 Updated Resume

8.4.4 Educational qualifications certificates

8.4.5 Proof of Experience or Experience Certificates

8.4.6 Latest salary slips or proof of salary from the current or previous organizations

8.4.7 Additional or technical qualifications certificates (if any)

8.4.8 Identity Proof (PAN Card or Aadhar Card)

8.5 **1000 words write up as mentioned above at Sl.8.4.2 is mandatory.** Incomplete application shall not be entertained and is liable to be rejected. However, an extra sheet of A4 size may be attached, wherever necessary, mentioning the serial no.

8.6 In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.

8.7 Last date for submission of applications is **\_\_\_\_August, 2020 (upto 5.00 p.m.)**. Application received after the last date will be not be entertained and MBDA will not be responsible for any kind of postal loss or transit delay.

## 9. Selection Process:

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

9.2 The Written Test/ Personal Interview will be held only in Shillong.

## 10. General Information:

10.1 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.

10.2 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](http://www.mbda.gov.in) and office notice board.

10.3 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.

10.4 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.

10.5 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.

10.6 MBMA reserves the right to extend the closing date for receipt of applications. MBDA 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.

10.7 No TA/DA shall be paid for attending the interview.

10.8 Canvassing of any kind will render to disqualification.

*Sd/-*

**Executive Director**

**Meghalaya Basin Management Agency**