



# 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)

## ADVERTISEMENT

No.MBDA(HR)/831/2024/1121

Dated, Shillong, 15<sup>th</sup> January, 2025

The Meghalaya Basin Development Authority (MBDA) is hiring the following positions for the Bill & Melinda Gates Foundation (BMGF) project to be implemented under Meghalaya State Health Society. MBDA invites applications from eligible candidates to fill up the following positions on contractual basis.

The detailed information's regarding the application form link, advertisement, notification, and the Terms of Reference are made available in MBDA's website: <https://www.mbda.gov.in>

### 1. Position vacant under the Center for Developing Child (CDC):

Sl. No.	Position	Qualifications/Experiences/Skills	No. of Vacancy	Pay
1.1	<b>District Program Managers (DPM)</b>	<b>Qualifications:</b> Post Graduate in fields such as management, social work, public administration, development studies, sociology, education, early childhood, statistics, economics, or any other relevant social science subject, from a recognized institution. <b>Experience &amp; Skills:</b> <ol style="list-style-type: none"><li>1. Graduates with over 02 years of relevant project management work experience.</li><li>2. Proven experience in working on government programs and with community institutions would be advantageous.</li><li>3. Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides,) particularly with a strong ability to make impactful presentations.</li><li>4. Ability to work in cross-cultural context, speak and write in any local language (Khasi, Garo or Pnar) is advantageous.</li><li>5. Excellent communication, time management, prioritisation, and organisational skills.</li></ol>	03	Rs. 50,000/- per month

2. For applying the above position; candidate has to fill the 'Application Form' from the following link; District Program Manager: <https://tinyurl.com/dpmecd2>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. For detailed information about the job advertisement, notification which has the terms and conditions of recruitment and the Terms of Reference (TORs) for the position mentioned above, please visit the MBDA website at <https://www.mbda.gov.in>.
5. The deadline for submitting applications is **31<sup>st</sup> January 2025 (upto 5:00PM)**

*Sd/-*

**Shri Ram Kumar S, IAS**

**Executive Director**

**Meghalaya Basin Development Authority**



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## NOTIFICATION

No.MBDA(HR)/831/2024/1122

Dated, Shillong, 15<sup>th</sup> January 2025

The Meghalaya Basin Development Authority (MBDA) is hiring the following positions for the Bill & Melinda Gates Foundation (BMGF) project to be implemented under Meghalaya State Health Society. MBDA invites applications from eligible candidates to fill up the following positions on contractual basis.

The detailed information's regarding the application form link, advertisement, notification, and the Terms of Reference are made available in MBDA's website: <https://www.mbda.gov.in>

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**2. Essential Skills for the positions:** Strong written and verbal communication skills are essential, along with expertise in basic computer applications such as word processing, spreadsheets, and PowerPoint presentations. Additional skills required for each position are listed above. Proficiency in IT skills, including Microsoft Office and G Suite applications (Google Docs, Sheets, and Slides), is also necessary, particularly the ability to create impactful presentations.

**3. Age Limit:** up to 45 years old.

**4. Place of Posting:** Selected candidate shall be posted at the location mentioned above which will entails frequent travelling to the project sites.

**5. Remuneration:**

**5.1.** The monthly fees or emolument shall be as mentioned in the pay column or TOR.

**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 MSHS to that effect.

**7. How to Apply:**

**7.1.** To apply for the position listed above, please carefully review the Terms of Reference (TOR) provided for the role. Please follow the links provided to submit your application:

**7.1.1. District Program Manager:** <https://tinyurl.com/dpmecd2>

**8.** For detailed information about the job advertisement, notifications which has the terms and conditions of recruitment and the Terms of Reference (TORs) for the positions mentioned above, please visit the MBDA website at <https://www.mbda.gov.in>.

**9.** The deadline for submitting applications is **31<sup>st</sup> January 2025 (upto 5:00PM)**

**10. Selection Process:**

**10.1.** There will be written/technical test and personal interview for the positions. Written/Technical test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

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

## **11. General Information:**

- 11.1. 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. MBDA 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.
- 11.2. 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.
- 11.3. MBDA 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.
- 11.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, MBDA 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.
- 11.5. The number of vacancies indicated in the advertisement and notification is tentative. MBDA 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.
- 11.6. MBDA 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.
- 11.7. No TA/DA shall be paid for attending written test and interview.
- 11.8. Canvassing of any kind will render to disqualification.
- 11.9. Staff already working with MBDA, 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 Ram Kumar S, IAS**  
**Executive Director**  
**Meghalaya Basin Development Authority**