

Office of the Project Director  
Community-based Forest Management and  
Livelihood Improvement in Meghalaya

Shalom Building, 2nd Floor,  
Lower Lachumere, Shillong—793001

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Meghalaya Livelihood Improvement  
through Forest Enhancement

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Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

🌐 www.mbda.gov.in

No.MBDA (HR-JICA)/98/2019/Pt/1275

Dated, Shillong the 10<sup>th</sup> February 2025

**ADVERTISEMENT**

The Meghalaya Basin Development Authority (MBDA) 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	Place of Posting
1.1	Manager-Finance & Accounts	<b>Desired Qualification:</b> M-COM/ MBA (Finance & Accounting)/ B. Com with solid understanding of financial statistics and accounting legislation and regulations. <b>Required Experience:</b> Minimum 05 Years of experience in as Finance Manager or as Assistant Manager in any financial sector or project in the government sector. <b>Essential Skills:</b> 1. Experience in the financial sector with previous possible roles such as Finance Manager 2. Extensive understanding of financial trends both within the company and general market patterns 3. Expert in generating financial reports and interpreting financial information to managerial staff. 4. Expert in conducting reviews and evaluations for ensuring economy and efficiency in utilisation of project funds for the intended purposes.	Rs. 39,000/- Plus allowance as admissible	Shillong

1. For applying the above positions; candidates have to fill the 'Application Form' from the following link: <https://forms.gle/H7VrrgFmrWJvim6n6>
2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
3. For detail information about the positions are made available on MBDA's website <https://www.mbda.gov.in>
4. Last date for receipt of applications is **24<sup>th</sup> February 2025 (upto 05:00PM)** and applications received after the last date will not be considered.

-Sd/-  
**General Manager**  
Meghalaya Basin Development Authority

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**No.MBDA (HR-JICA)/98/2019/Pt/1276**

**Dated, Shillong the 10<sup>th</sup> February 2025**

**NOTIFICATION**

The Meghalaya Basin Development Authority (MBDA) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis. The application form, advertisement and notification are available on 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	Manager-Finance & Accounts	<p><b>Essential Qualifications:</b> M-COM/ MBA (Finance &amp; Accounting)/ B.Com with solid understanding of financial statistics and accounting legislation and regulations.</p> <p><b>Required Experience:</b></p> <ol style="list-style-type: none"> <li>1. Minimum of 05 years' experience as finance manager or assistant Manager in any financial sector or project in the government sector.</li> <li>2. Extensive understanding of financial trends both within the project and general market financial patterns and understanding of government accounting procedures.</li> <li>3. Expert in generating financial reports and interpreting financial information to managerial staff.</li> <li>4. Strong management skills in implementing and overseeing the financial management functions of the project</li> <li>5. Expert in conducting reviews and evaluations for ensuring economy and efficiency in utilisation of project funds for the intended purposes.</li> <li>6. Expert in preparation and management of the project's budget.</li> <li>7. Experienced in liaising with auditors to ensure appropriate monitoring of the company's finances.</li> <li>8. Strong interpersonal &amp; coordination skills with the ability to correspond with various departments or units related to the project's financial plan and management.</li> <li>9. Preference may be given to candidates having exposure to the World Bank's procurement, contract management and reimbursement claim procedures</li> </ol> <p><b>Skills &amp; Attributes:</b></p> <ol style="list-style-type: none"> <li>1. Good written and verbal communication skills.</li> <li>2. Strong interpersonal skills and ability to establish working relations with various departments and units within and outside the organisation.</li> <li>3. Demonstrated strong values and professional integrity.</li> <li>4. Excellent decision making, problem solving, and negotiation skills.</li> <li>5. Expert in usage of MS Word, Excel, PPT, etc and proficient user of finance or tally software.</li> <li>6. Able to manage, guide and lead employees to ensure appropriate financial processes are being used.</li> <li>7. Solid understanding of financial statistics and accounting legislation and regulations.</li> </ol>	1	Shillong	Rs. 39,000/- Plus allowance as admissible

**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/H7VrrgFmrWJvim6n6>

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 **24<sup>th</sup> February 2025 (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/-

**General Manager**

**Meghalaya Basin Development Authority**