

MBDA/MBMA Apprenticeship Program Policy

Introduction:

The Meghalaya Basin Development Authority (MBDA) / Meghalaya Basin Management Agency (MBMA) has been implementing externally aided projects across Meghalaya since 2015, supported by various funding agencies such as IFAD, the World Bank, JICA, and KfW. The successful execution of these projects requires skilled professionals in various technical roles. However, sourcing qualified personnel locally has been challenging, and hiring from outside the state is expensive. To address this, MBDA/MBMA launched the Apprenticeship Training Program in December 2022, to develop a skilled workforce equipped with practical expertise. This initiative provides hands-on training to local youth, ensuring a sustainable talent pool for effective project implementation and long-term workforce development in Meghalaya.

MBDA/MBMA's Apprenticeship Training Program follows a structured methodology, combining theoretical instruction and hands-on practice. Each technical area within the apprenticeship program has its own curriculum, meticulously designed to meet the specific needs of the organization and its projects.

Courses Implemented:

Name of the course	Course Duration
UAV & Remote Sensing (Possible Applications & Future Advances)	03 months
Geographical Information System (Applications & Future Advances)	03 months
Finance & Accounts	03 – 06 months
Procurement	03 – 06 months
Gender & Social Development	06 months
Environment Management	03 months
Monitoring & Evaluation	03 months
IT Developer	03 – 06 months
IT GIS	03 – 06 months
Data Analyst	03 – 06 months
Knowledge Management	03 months
Spring Shed Management	06 months
Field Engineering	06 months
Artificial Intelligence (AI)	04 months
Seed Secure	12 months

Desired Qualifications: Each course has a specific qualification depending on the curriculum, as outlined in the course specifications attached in **Annexure-1**.

Requirements:

- The candidate should be a resident of Meghalaya.
- **Age limit:** Maximum of 30 years but not less than 18 years.
- Preferably, the selected candidate should have their own laptop.

Selection Process:

Recruitment begins with advertisements, application screening, written examinations, and interviews.

- Selection is based on merit, as per the marks secured in the relevant degree/diploma course.
- A Personal Interview will be conducted as part of the selection process.
- A Selection Committee shall be formed to assess the candidates' skills and suitability for the apprenticeship program and finalize the list of selected candidates.

How to Apply:

- Candidates must submit their application online through the provided Google Form. No other mode of application will be accepted.
- A Cover Letter stating their interest and willingness to participate in the program is mandatory.
- Candidates must submit their applications before the specified deadline.
- All essential documents must be uploaded in the same application link provided.

Terms & Conditions:

1. Selected apprentices will undergo intensive training both theoretical for three to six months or upto 12 months, depending on the need of the project, in their respective functional areas.
2. At the end of the training program, the functional heads and HR evaluate the apprentices' performance through a personal interview. Successful candidates may be offered contractual roles in MBDA/BMMA or other institutions/agencies within the state, subject to available vacancies, ensuring a seamless transition into the workforce.
3. The candidates should maintain 90% attendance during the training program.
4. A detailed work report must be submitted upon completion of the program.
5. The duration of the apprenticeship program will be for a period of 03 (Three) months with effect from _____. The apprenticeship training program will entail frequent travelling & staying at the project villages.
6. During your apprenticeship program, you will be placed to any locations within the State of Meghalaya i.e. Khasi & Jaintia Region or Garo Hills Region, as per the requirements of the program.
7. As a trainee, you will be entitled to receive a stipend of Rs. 7000/- (Seven Thousand Only) per month and you will not be entitled to any other monetary benefits including TA/DA.
8. You will also be entitled to one (1) day Casual Leave (CL) per month during apprenticeship period.

9. During this period, you are expected to discharge all the duties and responsibilities assigned to you from your Reporting Manager/Officer and also maintain high standards of work expected of you by the organization.
 10. The apprenticeship program requires full-time commitment, and trainees are expected to dedicate their efforts exclusively to the tasks and responsibilities assigned by the organization.
 11. It is recommended that Trainee complete the full three-month duration of the apprenticeship program without interruption. However, in unavoidable circumstances where a trainee must prematurely conclude the apprenticeship, they will be required to reimburse one month's stipend as compensation for terminating the internship engagement.
 12. Candidates who are absorbed as regular contractual employee on successful completion of the apprentice program must serve the organization for at least a period of 1 (one) year.
 13. You shall not divulge any information related to organization and assignments during the period of engagement which could be detrimental to the interests of the organization. In case, anyone is found indulged in any such activity, his/ her contractual term shall be deemed to end forthwith.
 14. All the apprentice shall complete the full three-month duration of the training without interruption. In exceptional circumstances where an apprentice must prematurely conclude the apprentice training, they will be required to reimburse one month's stipend as compensation for terminating the apprentice engagement. Otherwise, no experience certificate will be issued from the organization whatsoever.
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Course Specifications:

Name of the Course	Focus Areas	Desired Qualifications
UAV Remote Sensing	Possible Applications & Future Advances	B. E/ B. Tech or 3 years Diploma in Engineering.
GIS	Applications & Future Advances	<ul style="list-style-type: none"> • Masters in Geoinformatics/ Remote Sensing • Masters in Geography/ Geology/ Environmental Science/ Forestry/ Agriculture/ Water Resources/ Mining with 1 year Post Graduate Diploma in Remote Sensing and Geoinformatics • Masters in Geography/ Geology/ Environmental Science/ Forestry/ Agriculture/ Water Resources/ Mining with 6 months certified course in Remote Sensing and Geoinformatics.
Finance & Accounts	Procedures & Maintenance of Accounts	<ul style="list-style-type: none"> • Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance with First Class
Procurement	Public Procurement Principles, e-procurement learning.	<ul style="list-style-type: none"> • Graduate in Commerce/ BBA/MBA in Business & Financial Management/ Procurement & Supply Chain Management / Purchase / Material Management/ Inventory & Logistic / Diploma in Procurement and Supply Chain Management or related discipline
Gender and Social Development	Social dynamics, gender equality, and inclusive development, gender mainstreaming in policies, social inclusion strategies, community engagement, and addressing socio-economic disparities.	<ul style="list-style-type: none"> • Graduate in Sociology / MA in Social Work (Women Centred Practices / Women Studies)/ Gender Studies
Environmental Management	<ul style="list-style-type: none"> • Forestry • Agriculture • Water Resource Management and Springshed Management, • Soil & Water Conservation • Environmental safeguard, policies and regulation 	<ul style="list-style-type: none"> • BSc/MSc Forestry • BSc/MSc Environmental Science • BSc/MSc Agriculture • BSc/MSc Horticulture • B. Tech/M. Tech Agriculture Engineering B. E/ B. Tech Civil Engineering • 03 years Diploma in Civil Engineering
Monitoring & Evaluation	M&E Frameworks & Indicators, Data Collection & Analysis, Qualitative & Quantitative Methods, Report Writing & Documentation, Impact Assessment & Learning, etc.	<ul style="list-style-type: none"> • B.Sc in Information Technology / B Tech / MCA / BCA/ Statistic/ Economics & Proficient in Microsoft Office

Information Technology Developer (Applications & Future Advances)	Software Development & Programming, Web & Mobile Application Development, Database Management & Security, etc.	<ul style="list-style-type: none"> BCA, MCA, Diploma in Computer Science and IT Communications or Computer related discipline
IT Geographical Information System (Applications & Future Advances)	GIS Fundamentals & Spatial Data Management, Remote Sensing & Image Analysis, GIS Software & Tools, Web GIS & Cloud-Based Solutions, Spatial Data Visualization & Analytics, GIS Applications in Various Sectors, etc.	Graduate or Post Graduate in Computer Science and IT Technology or Computer related discipline or equivalent with the knowledge of Remote Sensing & GIS.
Data Analyst (Applications & Future Advances)	Data Collection & Cleaning, Data Visualization, Big Data & Cloud Computing, etc.	Graduate or Post Graduate in Engineering or Graduate or Post Graduate in Science specialized in Computer Science, Mathematics and Statistics or in Finance/ Economics. Preference: Basic knowledge in Java or Python, Data Visualization tools.
Knowledge Management	Documentation, Communication and Outreach, Video editor, Videographer, Photographer, Social media specialist, Content writer	M. A in Mass Communication/ B.A in Mass Communication or Diploma in Mass Communication or Media Related Studies
Spring Shed Management	Hydrogeology & Water Cycle, Spring Mapping & Inventory, Watershed & Catchment Area Management, Community Participation & Governance, Climate Change Impact on Springs, Monitoring & Maintenance of Springsheds, etc.	Graduate in Geology/ Hydrology/ Water Resource/ Forestry/ Civil Engineering or relevant subjects, high school Diploma with science stream (Mathematics as compulsory), ITI draftsman.
Field Engineering	Construction & Infrastructure Development, Surveying & Mapping, Project Implementation & Monitoring, Use of Technology in Engineering	Graduate in B.E/ Diploma in Civil Engineering.
Artificial Intelligence (AI) Machine Learning	Machine Learning Algorithms, Data Preprocessing & Feature Engineering, AI Tools & Technologies, AI Ethics & Responsible AI, Real-world Applications, ETC.	Graduate or Post Graduate in Information Technology/ Computer Application or Science/ Engineering in Technology or related discipline with background in Machine Learning & Python.
Seed Secure	Program for Seed Secure Meghalaya Project	Graduate or Post Graduate in plant science or equivalent. Class XII passed (Science Stream) with experience in Tissue Culture lab.