



No.MBDA (HR-JICA)/98/2019/275

Dated, Shillong the 21st June, 2024

ADVERTISEMENT

The Meghalaya Basin Development Authority (MBDA) invites online applications from eligible candidate in prescribed format to fill up the following position on contractual basis. The detailed information's regarding the application form link, advertisement, notification, and the terms of reference are available in MBDA's website: <https://www.mbda.gov.in>

I. Positions :-

Sl. No.	Positions	Desired Qualifications & Experiences	No. of Positions	Place of Posting
1.2	Assistant Manager (Finance & Accounts)	<p>Desired Qualification: Chartered Accountant/ M-COM/ MBA (Finance & Accounting)/ B. Com with solid understanding of financial statistics and accounting legislation and regulations.</p> <p>Desired Experience:</p> <p>i) For CA/M-COM: Minimum 01 year of proven experience as finance manager or proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>ii) For MBA (Finance & Accounting)/ B. Com: Minimum 03 Years of experience in as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Experience in the financial sector with previous possible roles such as financial analyst • Extensive understanding of financial trends both within the company and general market patterns • Proficient user of finance software • Strong interpersonal, communication and presentation skills 	1	Shillong
1.2	Assistant Manager – IT GIS	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in Computer Science or Electronics and Communications Engineering or equivalent. <p>Desired Experience:</p> <ul style="list-style-type: none"> • Minimum 03 years of experience in the relevant field of GIS & IT. • Should be an expert in at least two GIS tools/platforms like ESRI/ Mapboxor other • Should be an expert in HTML/CSS and Javascript • Should be an expert in at least one frontend framework like REACT/Vueor any other similar javascript framework. • Should have experience in building frontend map interfaces using libraries like leaflet, cesium or open layers • Should have used git or any other code version control system. • Basic knowledge in one of the cloud services and knowledge of others(AWS, GCP and Azure) <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication • Good technical expertise in Open Source software. • Experience working with multiple stakeholders • Experience working with vendors to take care of the implementation of the projects from end to end. 	3	Shillong

1. For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://forms.gle/RGtriMT6D1tST6RB9>
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 and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
4. Last date for receipt of applications is **10th July 2024**(upto 05:00PM) and applications received after the last date will not be considered.

Executive Director
Meghalaya Basin Development Authority

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

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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

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I. Positions :-

Sl. No.	Positions	Desired Qualifications & Experiences	Monthly Remuneration	No. of Positions	Place of Posting
1 · 2	Assistant Manager (Finance & Accounts)	<p>Desired Qualification: Chartered Accountant/ M-COM/ MBA (Finance & Accounting)/ B. Com with solid understanding of financial statistics and accounting legislation and regulations.</p> <p>Desired Experience:</p> <p>i) For CA/M-COM: Minimum 01 year of proven experience as finance manager or proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>ii) For MBA (Finance & Accounting)/ B. Com: Minimum 03 Years of experience in as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Experience in the financial sector with previous possible roles such as financial analyst • Extensive understanding of financial trends both within the company and general market patterns • Proficient user of finance software • Strong interpersonal, communication and presentation skills 	Rs. 31,200/-	1	Shillong
1 · 2	Assistant Manager - IT GIS	<p>Desired Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in Computer Science or Electronics and Communications Engineering or equivalent. <p>Desired Experience:</p> <ul style="list-style-type: none"> • Minimum 03 years of experience in the relevant field of GIS & IT. • Should be an expert in at least two GIS tools/platforms like ESRI/ Mapbox or other • Should be an expert in HTML/CSS and Javascript • Should be an expert in HTML/CSS and Javascript • Should be an expert in at least one frontend framework like REACT/Vue or any other similar javascript framework. • Should have experience in building frontend map interfaces using libraries like leaflet, cesium or open layers • Should have used git or any other code version control system. • Basic knowledge in one of the cloud services and knowledge of others(AWS, GCP and Azure) <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication • Good technical expertise in Open Source software. • Experience working with multiple stakeholders • Experience working with vendors to take care of the implementation of the projects from end to end. 	Rs. 31,200/-	3	Shillong

Current Office Address: Meghalaya Basin Development Authority/Meghalaya Basin Management Agency

C/o Meghalaya State Housing Financing Co-operative Society Ltd. Campus, Nongrim Hills, Shillong-793003

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 has to fill the '**Application Form**' from the following link; <https://forms.gle/RGtriMT6D1tST6RB9>
 - 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, 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 **10th July 2024 (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 application failing which the applications will be rejected.
 - 8.2 There will be written/assignment and personal interview for the positions. 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, 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/-
Executive Director
Meghalaya Basin Management Agency