



## MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Headquarter, Nongrim Hills, Shillong

Meghalaya - 793003

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in)

### **NOTIFICATION** **(Walk-in Interview)**

**MBDA.423/2020/821**

**Dated Shillong, the 5<sup>th</sup> May, 2020**

The Meghalaya Basin Development Authority (MBDA) invites a "Walk-in Interview" for the following positions to be appointed on contractual basis for a period of 6 (Six) months for the Corona Care Centre. Interested candidates fulfilling the eligibility criteria may walk-in to the O/o Meghalaya Basin Development Authority, Nongrim Hills, Shillong - 793003.

#### **1. Position Vacant:**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Minimum Qualification &amp; Experience</b>	<b>Place of Posting</b>
1.1	Senior Manager	a. Graduate in any stream from a recognized institute/university. Candidates having the following specializations will be given preference; - Hospital Administration/Management, - Healthcare Administration/Management, - Public Health Management, - Hospitality Management b. Minimum 8 (Eight) years of working experience in healthcare/hospital or hospitality sector in operations & administration functions at supervisory capacity level. c. The role will involve overseeing the smooth running of operations and administrations functions of the Corona Care Centre.	Shillong
1.2	Manager	a. Graduate in any stream from a recognized institute/university. Candidates having the following specializations will be given preference; - Hospital Administration/Management, - Healthcare Administration/Management, - Public Health Management, - Hospitality Management c. Minimum 5 (Five) years of working experience in healthcare/hospital or hospitality sector in operations, administration, and inventory or logistic functions. d. The role will involve managing manpower, administrative related and logistics requirements of the Corona Care Centre.	Shillong
1.3	Programme Associate	a. Graduate in any stream from a recognized institute/ university. b. At-least 1(One) year of experience in billing & accounts will be given preference. c. The role will involve assisting in handling ordering/managing food and hotel bookings/allotment, transportation, supply of consumables and other related materials and logistics arrangement.	Shillong

2. **Essential Skills:** Good communication skills, written and oral and working knowledge of MS-Office are essential for the position.
3. **Age Limit:** 22 years to 45 years.
4. **Place of Posting:** Selected candidates shall be posted at the location mentioned above.
5. **Period of Contract:**
  - 5.1 Selected candidates shall be given a 6 (Six) months contract and may be extended based on performance and continuation of the Corona Care Centre.
  - 5.2 A detailed document of terms and conditions of engagement would be provided to the selected candidate.
  - 5.3 Candidate must enclose recent passport size photograph, the self attested copies of degrees, diplomas, mark-sheets and experience letter (for experienced candidates) etc. with the application form.
  - 5.4 Experience certificate from previous employer(s) clearly stating nature of duties performed should be attached along **with** the application.
  - 5.5 Shortlisted candidates who are currently in service should produce the "No Objection Certificate" from the current employer if selected for the position.
  - 5.6 Incomplete application or application on plain paper will 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.
6. **General Information:**
  - 6.1 The pre-requisite qualifications and experience are minimum 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.
  - 6.2 Candidates are advised to clearly indicate their **contact number** and **e-mail address** to facilitate faster communication. 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)
  - 6.3 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.
  - 6.4 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.
  - 6.5 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 existing between the advertisement and the selection process.
  - 6.6 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.
  - 6.7 No TA/DA shall be paid for attending written test and interview.
  - 6.8 Canvassing of any kind will be a disqualification.
  - 6.9 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.
  - 6.10 The Recruitment shall be as per the State of Meghalaya Reservation Policy.

**Note : Candidates are to strictly follow at all times the health protocol as issued by the Health and Family Welfare ,Government of Meghalaya**

Sd/-  
**Deputy Chief Executive Officer**  
**Meghalaya Basin Development Authority**  
**Meghalaya State Housing Financing Cooperative Society Ltd. Campus**  
**Nongrim Hills, Shillong – 793003, Tel No. 0364- 2522921/ 2522992**