



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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Shillong, East Khasi Hills, Meghalaya- 793003

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NOTIFICATION

No. MBMA/ CLLMP/ HR/ 64/ 2018/ 894

Dated Shillong, 19th March, 2021

The Meghalaya Basin Management Agency (MBMA) 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. Positions:

| Sl. No. | Position | Desired Qualifications & Experiences | No. of Vacancy | Place of Posting | Monthly Emolument |
|---------|--|---|----------------|---|-------------------|
| 1.1 | Training Specialist | <p>Desired Qualification: Graduate or Post Graduate in Social Work, Management, Marketing, Psychology, English, Human Resources Development, Social Science or related disciplines.</p> <p>Desired Experience: Minimum of 7 years work experience in management and operations</p> <ul style="list-style-type: none"> Experience of working with Government agencies and multilateral/bilateral projects <p>Essential Skills: -</p> <ul style="list-style-type: none"> Demonstrated skills in planning, execution, network building and monitoring of plan implementation Ability to manage assignments end –to –end with minimal supervision Ability to identify issues and implement appropriate course correction measures Good written and communication skills Computer literacy with general MS package, Spreadsheet, PPT, etc. Knowledge of local language preferred. <p>Requirement: The work will entail frequent travelling to the project/ cluster.</p> | 11 | <ul style="list-style-type: none"> EKH WKH SWKH WJH EJH RB WGH NGH SWG EGH SGH | Rs. 46,000/- |
| 1.2 | Technical Specialist (Hydro-geologist) | <p>Desired Qualification: Post Graduate degree in any one of the following disciplines: Geology/Geography/Hydraulic & Water Resources Engineering/Hydrology/ Soil & Water Conservation/ Environmental Engineering with a concentration in Hydrology or Water Science.</p> <p>Desired Experience: Minimum 07 years of experience as hydrologist in researching the distribution, circulation, and physical properties of the earth's underground and surface waters.</p> <ul style="list-style-type: none"> Experience in planning and executing field work for collecting various data sets related to hydrogeology. Process meteorological, snow, and hydrological data. Sound knowledge in conducting watershed and storm water studies. Experience in preparing various maps and figures, including: contour maps of groundwater elevations, geologic structure, cross-sections, water quality, and other hydro-geologic data. Experience in installation and maintenance water property and water quality instrumentation Experience in planning, budgeting, training, implementing, monitoring and supervising, evaluating and closing research and consulting projects. <p>Essential Skills:</p> <ul style="list-style-type: none"> Sound technical knowledge Strong written and verbal communication skills Strong analytical, logical, methodical approach, and good organizational Skills Well versed with use of Surfer, ArcGIS or equivalent mapping software, Google Earth Pro. Very good knowledge of Hydrology & Storm Drainage design software such as Autocad, Autodesk civil 3D, StormCadm, Culvert Master, Flow Master | 1 | Shillong | Rs.60000/- |

2. **Essential Skills:** Good communication skills, written and verbal as well as familiarity with Word Processing, Spread Sheets and Power Presentation are essential for all the position. Detailed required skills are mentioned above against each position. Sound technical knowledge with strong written and verbal communication skills.
3. **Age Limit:** Upto 45 years
4. **Place of Posting:** Selected candidates 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. **Prescribed Application Form:**
- Prescribe application form can be downloaded from MBDA website, www.mbda.gov.in "Or" can be obtained free of cost from any of the Office of the Deputy Commissioner & Chairman, Basin Development Units/ District Project Management Unit (BDU's/ DPMU's) at the 11 districts Headquarters or at the O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya-793003.
8. **Mode of Submission of Filled Application Form:**
- 8.1 "By Post or Direct Submission" to the Office of the Deputy Commissioner & Chairman, Basin Development Units/District Project Management Units(BDUs/DPMUs) at the 11 districts Headquarters or the O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003" "Or" "Via-email" to recruitmentmbda20@gmail.com.
- 8.2 For online applications (via e-mail) all the essential documents should be sent in PDF format only. 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
- 8.3 Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as "Application for the position of _____".
- 8.4 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 8.5 Candidate must enclose along with the Application Form, recent passport size photograph, and self-attested copies of the following documents;
- 8.5.1 Filled Application form
- 8.5.2 Updated Resume
- 8.5.3 Educational qualifications certificates
- 8.5.4 Proof of Experience or Experience Certificates
- 8.5.5 Latest salary slips or proof of salary from the current or previous organizations
- 8.5.6 Additional or technical qualifications certificates (if any)
- 8.5.7 Identity Proof (PAN Card or Aadhar Card)
- 8.6 Incomplete application shall 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.
- 8.7 In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.
- 8.8 Last date for submission of applications is 3rd April, 2021 (upto 5.00 p.m.). Application received after the last date will be not be entertained and MBMA will not be responsible for any kind of postal loss or transit delay.
9. **Selection Process:**
- 9.1 There will be written test and personal interview for the positions. Written test will comprise of subject related matter knowledge.
- 9.2 The Written Test/ Personal Interview will be held in Shillong or Tura.

10. General Information:

- 10.1** 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.
- 10.2** 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/Email 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.
- 10.3** 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.
- 10.4** 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.
- 10.5** 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.
- 10.6** 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.
- 10.7** No TA/DA shall be paid for attending written test and interview.
- 10.8** Canvassing of any kind will render to disqualification.
- 10.9** 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.

Sd/-
Executive Director
Meghalaya Basin Management Agency