



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Headquarter, Nongrim Hills, Shillong

Meghalaya – 793003

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in

ADVERTISEMENT

MBDA/-04/2013 Vol-VII/1141

Dated Shillong, 4th September, 2020

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 the MBDA's website <https://www.mbda.gov.in>

1. Position:

Sl. No.	Name of the Position	Educational Qualification	Experience & Skills Required	Job Location	Monthly Emolument
1.1	Social Media Specialist	Graduate or Post Graduate or equivalent in Mass Communications and Journalism/ BA(Literature) or any related fields with relevant experience	At least 5 years of experience in communications with excellent knowledge in the following skills: a) Proven work experience as a Social media expert b) Hands on experience in content Management c) Excellent Copywriting skills d) Ability to deliver creative content(Text ,image and Video) e) Good Knowledge of SEO, keyword research and Google analytics f) Familiarity with web design, animation h) Analytical and multitasking skills	Shillong	Rs.30,000/-

- Notification and prescribed application form can be downloaded from the website, **www.mbda.gov.in** or can be obtained free of cost from the O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong “or” from any of the Office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) district headquarters.
- The above position is on contractual basis. Details about the pre-requisite qualifications and experience for the above position may be seen in the notification.
- Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
- Application form duly filled along with self attested credentials should only be submitted to the **O/o Meghalaya Basin Development Authority, Nongrim Hills, Shillong, Meghalaya – 793003** ‘or’ at the **O/o Basin Development Unit (BDU)/ District Project Management Unit (DPMU), of the 11 (eleven) District Headquarters, Meghalaya.**
- For out station candidate, the duly filled application form and documents may be submitted via e-mail to recruitmentmbda20@gmail.com clearly indicating name of the position in the subject line. Alternatively, hard copy of the filled application and documents can also be sent by post/courier addressed to; **Meghalaya Basin Development Authority, Nongrim Hills, Shillong, Meghalaya – 793003**
- Last date for receipt of applications is **14th September, 2020 (upto 5.00 p.m.)** and no application received after the last date will be considered. MBMA will not be responsible for any kind of postal loss or transit delay.

Sd/-

Executive Director

Meghalaya Basin Development Authority



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Headquarter, Nongrim Hills, Shillong

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NOTIFICATION

MBDA/MBMA-4/2013 Vol-VII/115

Dated Shillong, the 4th September, 2020

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 the MBDA's website <https://www.mbda.gov.in>

1. Positions:

Sl. No.	Name of the Position	Pre-requisite Qualification	Desired Experience	No. of Position	Job Location	Monthly Emolument
1.1	Social Media Specialist	Graduate or Post Graduate or equivalent in Mass Communications and Journalism/ BA(Literature) or any related fields with relevant experience	At least 5 years of experience in communications with excellent knowledge in the following skills: a) Proven work experience as a Social media expert b) Hands on experience in content Management c) Excellent Copywriting skills d) Ability to deliver creative content(Text ,image and Video) e) Good Knowledge of SEO, keyword research and Google analytics f) Familiarity with web design, animation h) Analytical and multitasking skills	02	Shillong	Rs.30,000/-

2. Essential Skills:

- 2.1 Good communication skills, written and verbal as well as familiarity with Word Processing, Spread Sheets and Power Presentation are essential for the position.

3. Age Limit:

- 3.1 For all position the age limit is 22 to 45 years.

4. Place of Posting:

- 4.1 Selected candidates shall be posted at the location mentioned above and shall be stationed within the project cluster/village.

5. Remuneration:

- 5.1 The monthly emolument shall be as mentioned above.
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. Period of Contract:

- 6.1 Selected candidates shall be given a one (1) year contract. The contract may be renewed subject to the satisfaction of MBDA and continuance of the project.
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 candidates with the MBDA to that effect.

7. Prescribed Application Form:

- 7.1 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, District Project Management Unit/Basin Development Unit (BDU) at the 11 (eleven) District Headquarters.

8. Submission of Application Form:

- 8.1 Application form duly filled along with self attested credentials should only be submitted to the **O/o Meghalaya Basin Development Authority, Nongrim Hills, Shillong, Meghalaya – 793003** 'or' at the **O/o Basin Development Unit (BDU)/ District Project Management Unit (DPMU), of the 11 (eleven) District Headquarters, Meghalaya.**
- 8.2 Candidate must enclose recent passport size photograph, the self attested copies of degrees, diplomas, mark-sheets and experience letter etc. with the application form.
- 8.3 Experience certificate from previous employer(s) clearly stating nature of duties performed should be attached along with the application.
- 8.4 Candidates who wish to apply for more than one post should submit a separate application for each position.
- 8.5 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.
- 8.6 **For out station candidate**, the duly filled application form and documents may be submitted via e-mail to recruitmentmbda20@gmail.com clearly indicating name of the position in the subject line. Alternatively, hard copy of the filled application and documents can also be sent by post/courier addressed to; **Meghalaya Basin Development Authority (MBDA) C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003**
- 8.7 Last date for receipt of applications is **14th September, 2020 (upto 5.00 p.m.)** and no application received after the last date will be considered. MBDA 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 all positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 9.2 The Written Test/ Personal Interview will be held in Shillong.

10. General Information:

- 10.1 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.
- 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/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**
- 10.3 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.
- 10.4 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.
- 10.5 The number of vacancies indicated in the advertisement and notification is tentative. 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 exist in between the advertisement and the selection process.
- 10.6 MBDA reserves the right to extend the closing date for receipt of applications. 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.
- 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 of one year in their current position.

Sd/-

Executive Director
Meghalaya Basin Development Authority