



## MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

File No : MBDA/MBMA-4/2013/ VOLUME-IX/367

Dated Shillong the 9th July'2024

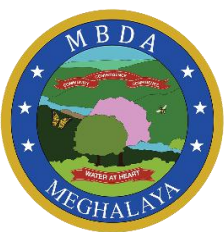
### ADVERTISEMENT

The Meghalaya Basin Development Authority is hiring the following position on contractual basis for a period of 1 (one) year for the Meghalaya State Council on Climate Change and Sustainable Development: The detailed information's regarding the application form link, advertisement, notification are available on MBDA's Website: <https://www.mbda.gov.in>

Position	Essential ,Qualifications & Experiences	No. of vacancy	Place of Posting	Monthly Salary
Technical Specialist	<p><b>Essential Qualifications:</b> Bachelor in Computer Science from a reputed Institution.</p> <p><b>Experiences, Skills &amp; Attributes:</b></p> <ol style="list-style-type: none"><li>1. Preferably 2+ years of work. experience in IT/MIS with at least two years as project lead.</li><li>2. Should have basic hands on coding experience in any one of the programming languages. Javascript and Python are preferred.</li><li>3. Should be an expert in any one of the MIS/CRM/ERP systems.</li><li>4. Expert in databases(RDBMS and nosql)</li><li>5. Experience in creating ERDs and workflow processes.</li><li>6. Experience in UI/UX to design/oversee the user friendly forms.</li><li>7. Experience with Monitoring and Evaluation Metrics to implement them across the projects and map them to funding agency requirements.</li><li>8. Expert in Data Visualisation and reporting tools like Tableau or Power BI</li><li>9. Past experience working with Government Agencies or International Institutions.</li></ol> <p><b>Essential Requirements</b></p> <ol style="list-style-type: none"><li>1. Good written and verbal communication</li><li>2. Experience working with multiple stakeholders</li><li>3. Experience working with vendors to take care of the implementation of the projects from end to end.</li><li>4. Experience working across multiple projects simultaneously and managing a team of more than 10 people.</li><li>5. Should be available to work whenever necessary including holidays</li><li>6. Strong written and verbal communication skills</li><li>7. Self-starter who can thrive in a start-up setting by taking ownership and initiative</li></ol>	1	Shillong	Rs,60,000/- per month with allowances as admissible

1. For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://forms.gle/eLXmU77QVx3xtwY78>
2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the position before applying.
4. For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
5. Last date for receipt of applications is **30<sup>th</sup> July 2024 (upto 05:00PM)** and applications received after the last date will not be considered.

-Sd/-  
Executive Director  
Meghalaya Basin Development Authority



# MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,  
Shillong, East Khasi Hills, Meghalaya- 793003

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

File No: MBDA/MBMA-4/2013/ VOLUME-IX/367

Dated Shillong the 9th July'2024

## NOTIFICATION

The Meghalaya Basin Development Authority is hiring the following position on contractual basis for a period of 1(one)year to be placed at Meghalaya State Council and Climate change and sustainable development: The detailed information's regarding the application form link, advertisement, notification are available on MBDA's Website .<https://www.mbda.gov.in>

Position	Essential ,Qualifications & Experiences	No. of vacancy	Place of Posting	Monthly Salary
Technical Specialist	<p><b>Essential Qualifications:</b> Bachelor in Computer Science or related field from a reputed Institution.</p> <p><b>Experiences, Skills &amp; Attributes:</b></p> <ol style="list-style-type: none"><li>preferably 2+ years of work. experience in IT/MIS with at least two years as project lead.</li><li>Should have basic hands on coding experience in any one of the programming languages. Javascript and Python are preferred.</li><li>Should be an expert in any one of the MIS/CRM/ERP systems.</li><li>Expert in databases(RDBMS and nosql)</li><li>Experience in creating ERDs and workflow processes.</li><li>Experience in UI/UX to design/oversee the user friendly forms.</li><li>Experience with Monitoring and Evaluation Metrics to implement them across the projects and map them to funding agency requirements.</li><li>Expert in Data Visualisation and reporting tools like Tableau or Power BI</li><li>Past experience working with Government Agencies or International Institutions.</li></ol>	1	Shillong	Rs,60,000/- per month with allowances as admissible

**1. 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.

**2. Age Limit:** Upto 45 years

**3. Place of Posting:** Selected candidate shall be posted at the location mentioned above.

**4. Remuneration:**

4.1 The monthly emolument shall be as mentioned in the above column.

**5. Duration of Contract:**

5.1 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.

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 MBDA to that effect.

**6. How to Apply:**

6.1 For applying the above positions; candidates has to fill the '**Application Form**' from the following link <https://forms.gle/eLXmU77QVx3xtwY78>

6.2 All applications should be submitted through online mode only. No other mode of applications will be entertained.

6.3 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

6.4 The above links are also made available on MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in)

6.5 Incomplete application shall not be entertained and is liable to be rejected.

6.6 Last date for receipt of applications is **30th July 2024 (upto 05:00PM)** and applications received after the last date will not be considered.

6.7 In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.

**6.8 Selection Process:**

There will be written/assignment and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

The Written Test/ Personal Interview will be held only in Shillong.

**7. General Information:**

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. 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.

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](http://www.mbda.gov.in) and office notice board. 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. 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. 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. 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.

No TA/DA shall be paid for attending written test and interview. Canvassing of any kind will render to disqualification. 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**