



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

No.HR/2023/893/Vol-II/814

Dated Shillong, 17th November 2025

ADVERTISEMENT

The Meghalaya Basin Management Agency (MBMA) invites online application for the position of **Village Data Volunteer Coordinator** mentioned below in the advertisement from eligible candidate to fill up the following position on a daily wages basis year and to be posted at the District Project Management Unit level. The detailed information's regarding the application form link, advertisement, notification are available on MBDA's Website. <https://www.mbda.gov.in>

1. Position:

Sl. No.	Positions	Qualifications, Experiences & Skills Required	No. of Vacancies
1.1	Village Data Volunteer Coordinator	Qualification: i) Bachelor's degree in Social Sciences, Rural Development, Social Work, or related fields. ii) Candidate should have a two-wheeler. The candidate should possess a valid 2-wheeler driving license. Experience: Minimum 1 year of experience in fieldwork, data collection, community engagement, or programme facilitation Skills Required: i) Good Communication in both written and verbal iii) Proficiency in MS Office tools/ Google Suite. Requirement: i) The work entails extensively travelling. ii) Oversee and coordinate the work of all VDV's within the assigned cluster/block. iii) A VDV Coordinator is expected to quickly carry out the tasks assigned without compromising on quality. iv) Conduct field visits to villages to monitor ongoing data collection activities v) VDV Coordinators shall work with the Village Dorbar Committee/ equivalent to develop a comprehensive village Natural Resource Management (NRM) plan. vi) Community & Stakeholder engagement. Age Limit: Upto 18-35 Years Language Preferred: Khasi, Garo & Jaintia	28

- For applying the above positions; candidates have to fill the 'Application Form' from the following link; <https://mbda.jotform.com/253202300649952>
- All applications should be submitted through online mode only. No other mode of applications will be entertained.
- Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the position before applying from the TOR mentioned on the website.
- For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
- Last date for receipt of applications is **28th November 2025 (upto 05:00 PM)** and applications received after the last date will not be considered.

Sd/-

Executive Director

Meghalaya Basin Management Agency



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Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

No.HR/2023/893/Vol-II/815

Dated Shillong, 17th November 2025

NOTIFICATION

The Meghalaya Basin Management Agency (MBMA) invites online application for the position of **Village Data Volunteer Coordinator** mentioned below in the advertisement from eligible candidate to fill up the following position on a daily wages basis year and to be posted at the District Project Management Unit level. The detailed information's regarding the application form link, advertisement, notification are available on MBDA's Website. <https://www.mbda.gov.in>

1.Position:

Sl. No.	Positions	Qualifications, Experiences & Skills Required	No. of Vacancies	Place of Posting	Monthly Emolument
1.1	Village Data Volunteer Coordinator	Qualification: i) Bachelor's degree in Social Sciences, Rural Development, Social Work, or related fields. ii) Candidate should have a two-wheeler. The candidate should possess a valid 2-wheeler driving license. Experience: Minimum 1 year of experience in fieldwork, data collection, community engagement, or programme facilitation Skills Required: i) Good Communication in both written and verbal iii) Proficiency in MS Office tools/ Google Suite. Requirement: i) The work entails extensively travelling. ii) Oversee and coordinate the work of all VDV's within the assigned cluster/block. iii) A VDV Coordinator is expected to quickly carry out the tasks assigned without compromising on quality. iv) Conduct field visits to villages to monitor ongoing data collection activities v) VDV Coordinators shall work with the Village Dorbar Committee/ equivalent to develop a comprehensive village Natural Resource Management (NRM) plan. vi) Community & Stakeholder engagement. Age Limit: Upto 18-35 Years Language Preferred: Khasi, Garo & Jaintia	28	East Garo Hills, East Jaintia Hills, East Khasi Hills, Eastern West Khasi Hills, North Garo Hills, Ri Bhoi, South Garo Hills, South West Garo Hills, South West Khasi Hills, West Garo Hills, West Jaintia Hills, West Khasi Hills	Rs. 18,150/- (plus allowances)

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

3. Duration of Contract:

- The duration of contract will be on a daily wages basis unless terminated by the Government in advance or in case of non-performance.
- The engagement is purely on daily wages basis and this does not confer any right/privilege for regular appointment or continuity in service.
- 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.

4. Eligibility Criteria:

- Age Group: The person should be between 18-35 years old as on the date of application.
- The applicant should not be on regular payroll of Government. A declaration to that effect needs to be furnished.

5. How to Apply:

- a. For applying the above positions; candidates has to fill the ‘**Application Form**’ from the following link:
<https://mbda.jotform.com/253202300649952>
- b. All applications should be submitted through online mode only. No other mode of applications will be entertained.
- c. The above links are also made available on MBDA website, www.mbda.gov.in
- d. Incomplete application shall not be entertained and is liable to be rejected.
- e. Last date for receipt of applications is. **28th November 2025 (upto 05:00 PM)** and applications received after the last date will not be considered.
- f. 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. Selection Process:

- a. During the selection process, the committee will review the applications; assess the qualifications of the candidates based on their performance in the test and usage of IT applications/ devices.
- b. There will be written test and personal interview for the position.
- c. The Written Test/ Personal Interview will be held/ conducted in the respective District Headquarters/ Blocks.
- d. Candidates who qualify in the written test will be called for a personal interview which will be held at the District/Block Head Office level which will be conducted by a selection committee of the organisation.
- e. If any candidate fails to appear before the Interview board, his/her candidature will be summarily rejected even if he/she is otherwise eligible and has secured highest marks.
- f. Misconduct on the part of the candidate at any stage of the engagement process is strictly prohibited & shall render disqualification.
- g. The VDV Coodinators are expected to communicate effectively. The same would be ascertained during interviews. Knowledge and attitude of the candidates would also be determined during the interview.
- h. In case of any misrepresentation of facts and documents the applicant shall be disqualified at any time and at any stage during the process of selection appropriate legal action may be taken against the candidate.

7. General Information:

- a. 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.
- b. 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.
- c. 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.
- d. 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.

- e. The number of vacancies indicated in the advertisement and notification is tentative. MBMA reserves the right to increase/decrease the number of positions at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.
- f. 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.
- g. No TA/DA shall be paid for attending test and interview.
- h. Canvassing of any kind will render to disqualification.

Sd/-

**Executive Director
Meghalaya Basin Management Agency**