



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

## ADVERTISEMENT

No.HR/2023/893/1571

Dated Shillong, 6<sup>th</sup> February 2024

The Meghalaya Basin Management Agency (MBMA) invites online application for the position of **Village Data Volunteer** mentioned below in the advertisement from eligible candidate to fill up the following position on a contractual basis for a period of 1 (one) year and to be posted at the Block Project Management Unit level. Previous candidates are exempt from submitting new applications. The detailed information's regarding the application form link, advertisement, notification are available on MBDA's Website <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Positions	Qualifications, Experiences & Skills Required	No. of Vacancies	Place of Posting	Monthly Emolument
1. 1	Village Data Volunteer	<p><b>Qualification:</b> i) The minimum educational qualification for VDV's is Class XII passed. ii) Candidates who possess a basic level of education and functionally literacy to carry out data collection tasks effectively would be preferred</p> <p><b>Skills Required:</b> i) Good Communication in both written and verbal ii) Proficiency in using mobile applications, digital tools and usage of smart devices like smartphones and tablets.</p> <p><b>Requirement:</b> i) The work entails extensively travelling. ii) Profiling of all the villages in their cluster. iii) Comprehensive household data collection iv) Census listing, collecting data for family –id and subsequent updates to it. v) Collecting Village level data required for monitoring of the Sustainable Development Goals (SDGs). vi) Any other activity required by the Government of Meghalaya. vii) A VDV is expected to quickly carry out the tasks assigned without compromising on quality. viii) VDV's shall work with the Village Dorbar Committee/ equivalent to develop a comprehensive village Natural Resource Management (NRM) plan. ix) He/She is expected to get the data synchronized so that the central server/ data repository might be updated.</p> <p><b>Age Limit: Upto 18-35 Years</b></p> <p><b>Language Preferred: Khasi, Garo &amp; Jaintia</b></p>	1100(approx.)	Laitkroh Block Mawkyntrew Block Mawlai Block Mawpat Block Mawphlang Block Mawryngkneng Block Mawsynram Block Myllem Block Pynursla Block Sohiong Block ShellaBholaganj Block Mawshynrut Block Nongstoin Block Ranikor Block Mawkyrwat Block Amlarem Block Laskein Block Thadlaskein Block Khliehriat Block Saipung Block Umling Block Umsning Block Jirang Block Bhoirymbong Block Mairang Block Mawthadraishan Block Dadenggre Block Selsella Block Tikrikilla Block Rongram Block Gambegre Block Demdema Block Dalu Block ZikZak Block Rerapara Block Betasing Block DamboRongjeng Block Songsak Block Samanda Block Bajengdoba Block Kharkutta Block Resubelapara Block Baghmara Block Chokpot Block Gasuapara Block Rongara Block	Rs. 3000/- fixed

1. For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://forms.gle/qWWLWKz99uPWaWcp7>
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 and candidates should mandatorily submit proof of residence (Voter's ID/Headman Certification).
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 **16<sup>th</sup> February 2024** (upto 05:00PM) and applications received after the last date will not be considered.

**Sd/-**  
**Executive Director**  
**Meghalaya Basin Management Agency**



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## NOTIFICATION

No.HR/2023/893/1572

Dated Shillong, 6<sup>th</sup> February 2024

The Meghalaya Basin Management Agency (MBMA) invites online application for the position of **Village Data Volunteer** mentioned below in the advertisement from eligible candidate to fill up the following position on a contractual basis for a period of 1 (one) year and to be posted at the Block Project Management Unit level. Previous candidates are exempt from submitting new applications. The detailed information's regarding the application form link, advertisement, notification are available on MBDA's Website <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Positions	Qualifications, Experiences & Skills Required	No. of Vacancies	Place of Posting	Monthly Emolument
1. 1	Village Data Volunteer	<p><b>Qualification:</b> i) The minimum educational qualification for V DVs is Class XII passed. ii) Candidates who possess a basic level of education and functionally literacy to carry out data collection tasks effectively would be preferred</p> <p><b>Skills Required:</b> i) Good Communication in both written and verbal ii) Proficiency in using mobile applications, digital tools and usage of smart devices like smartphones and tablets.</p> <p><b>Requirement:</b> i) The work entails extensively travelling. ii) Profiling of all the villages in their cluster. iii) Comprehensive household data collection iv) Census listing, collecting data for family –id and subsequent updates to it. v) Collecting Village level data required for monitoring of the Sustainable Development Goals (SDGs). vi) Any other activity required by the Government of Meghalaya. vii) A V DV is expected to quickly carry out the tasks assigned without compromising on quality. viii) V DVs shall work with the Village Dorbar Committee/ equivalent to develop a comprehensive village Natural Resource Management (NRM) plan. ix) He/She is expected to get the data synchronized so that the central server/ data repository might be updated.</p> <p><b>Age Limit: Upto 18-35 Years</b></p> <p><b>Language Preferred: Khasi, Garo &amp; Jaintia</b></p>	1100(approx.)	Laitkroh Block Mawkynew Block Mawlai Block Mawpat Block Mawphlang Block Mawryngkneng Block Mawsynram Block Myllem Block Pynursla Block Sohiong Block ShellaBholaganj Block Mawshynrut Block Nongstoin Block Ranikor Block Mawkyrwat Block Amlarem Block Laskein Block Thadlaskein Block Khliehriat Block Saipung Block Umling Block Umsning Block Jirang Block Bhoirymbong Block Mairang Block Mawthadraishan Block Dadenggre Block Selsella Block Tikrikilla Block Rongram Block Gambegre Block Demdema Block Dalu Block ZikZak Block Rerapara Block Betasing Block DamboRongjeng Block Songsak Block Samanda Block Bajengdoba Block Kharkutta Block Resubelapara Block Baghmara Block Chokpot Block Gasuapara Block Rongara Block	Rs. 3000/- fixed

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

## 2. Duration of Contract:

- a. The duration of contract will be for a period of 02 (two) years unless terminated by the Government in advance or in case of non-performance.
- b. The engagement is purely on voluntary basis and this does not confer any right/privilege for regular appointment or continuity in service.
- c. 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.
- d. A VDV in general should be able to finish the tasks assigned by working 4 hours (on an average) per day.

## 3. Eligibility Criteria:

- a. Domicile Condition: The VDV needs to be from one of the villages of the cluster. This ensures that V DVs have a strong understanding of the local context and cultural dynamics, enabling them to be effective in their role.
- b. Age Group: The person should be between 18-35 years old as on the date of application.
- c. The applicant should not be on regular payroll of Government. A declaration to that effect needs to be furnished.

## 4. How to Apply:

- a. For applying the above positions; candidates has to fill the ‘**Application Form**’ from the following link: <https://forms.gle/qWWLWKz99uPWaWcp7>
- b. All applications should be submitted through online mode only. No other mode of applications will be entertained.
- c. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the position before applying and candidates should mandatorily submit proof of residence (Voter’s ID/Headman Certification).
- d. The above links are also made available on MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in)
- e. Incomplete application shall not be entertained and is liable to be rejected.
- f. Last date for receipt of applications is **16<sup>th</sup>February 2024(upto 05:00PM)** and applications received after the last date will not be considered.
- g. In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.

## 5. 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 level which will be conducted by a selection committee headed by the Additional Deputy Commissioner of the respective district.
- 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 V DVs 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. Eligible candidates scoring maximum in cumulative of written test and interview for the cluster of villages would be offered the role of V DV. Failure to join and undertaking of responsibilities in a time-bound manner might result into the offer getting passed to the next suitable candidate.
- i. 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.
- j. The selection committee formed for the purposed under the chairmanship of the Additional Deputy Commissioner (ADC) reserves the right to alter the mode of examinations or to conduct re interview or to cancel part or whole of any process of engagement including provisions/clauses of the recruitment notice or application forms at any stage, if required. The committee would also be empowered subsequently to notify the vacancies and engage V DVs as and when the need arises.

## 6. Roles and Responsibilities: V DVs would serve as the frontline data collectors in their respective cluster of villages. As a part of the fixed honorarium, they would be expected to undertake following activities but not limited to:

- a. Profiling of all the villages in their cluster
- b. Comprehensive household data collection

- c. Census listing, collecting data for family-id and subsequent updates to it
- d. Collecting Village level data required for monitoring of the Sustainable Development Goals (SDGs)
- e. Any other activity required by the Government of Meghalaya
- f. A VDV should make himself/herself available for various training sessions which might be held outside his/her cluster of villages.
- g. A VDV may be assigned additional/ other work as and when required by the Government.
- h. In certain cases, V DVs might be required to collect data and deliver services beyond the clusters of villages for which they initially get engaged.
- i. If any VDV does not show any significant progress on tasks assigned for seven consecutive days without any valid reason, the post being occupied by him/ her would be treated as vacant and the selection committee under the chairmanship of the Additional Deputy Commissioner may depute the next available qualified candidate as the VDV.

**7. Incentive Based Approach:** In addition to the base remuneration, there would be incentive based payment for various activities but not limited to:

- a. Regular Agricultural data entry
- b. Doorstep service delivery
- c. Successful logging of genuine grievances
- d. Generating village-level GIS maps
- e. Additional activities on need basis

**8. 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](http://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**