



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003
 (CIN No. U75144ML2012NPL008509)
 Phone: +91-364- 2522921/2522992
 Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

No .MBDA/MBMA/HR/JICA/98/2019/1582

Dated Shillong the 10th January, 2024

NOTIFICATION

The Meghalaya Basin Management Agency (MBMA) invites online applications from eligible candidates in prescribed format to fill up the following position on contractual basis. The detailed information's regarding the application form link, advertisement, notification, and the terms of reference are available in MBDA's website: <https://www.mbda.gov.in>

1. Name of the vacant positions:

Sl. No.	Position	Desired Qualifications & Experiences	No. of Positions	Place of Posting	Pay
1.1	MIS - Senior Project Manager	<p>Desired Qualification: Graduate or Post Graduate in B.Tech/ BE in Computer Science / Electronics & Communications Engineering or IT related branches, preferably with MBA with specialization in Finance, Marketing or Operations.</p> <p>Desired Experience and Skills:</p> <ol style="list-style-type: none"> 1. Minimum of 10 years total experience with more than 03 years' experience as IT/MIS project manager 2. Should have basic hands-on coding experience in any one of the programming languages. Javascript and Python are preferred. 3. Should be an expert in any one of the MIS/CRM/ERP systems. 4. Expert in databases (RDBMS and nosql) 5. Experience in creating ERDs and workflow processes. 6. Experience in UI/UX to design/oversee the user-friendly data collection forms. 7. Experience with Monitoring and Evaluation Metrics to implement them across the projects and map them to funding agency requirements. 8. Expert in Data Visualisation and reporting tools like Tableau or Power BI 9. Past experience working with Government Agencies or International Institutions. <p>Essential Requirements:</p> <ol style="list-style-type: none"> 1. Good written and verbal communication 2. Experience working with multiple stakeholders 3. Experience working with vendors to take care of the implementation of the projects from end to end. 4. Experience working across multiple projects simultaneously and managing a team of more than 10 people. 5. Should be available to work whenever necessary including holidays 	01	Shillong	As per market standards
1.2	MIS - Project Manager	<p>Desired Qualification: Graduate or Post Graduate in B.Tech/ BE in Computer Science / Electronics & Communications Engineering or IT related branches.</p> <p>Desired Experience and Skills:</p> <ol style="list-style-type: none"> 1. Minimum of 05 years' experience in IT/MIS with at least two years as project lead. 2. Should have basic hands-on coding experience in any one of the programming languages. Javascript and Python are preferred. 3. Should be an expert in any one of the MIS/CRM/ERP systems. 4. Expert in databases (RDBMS and nosql) 5. Experience in creating ERDs and workflow processes. 6. Experience in UI/UX to design/oversee the user-friendly forms. 7. Experience with Monitoring and Evaluation Metrics to implement them across the projects and map them to funding agency requirements. 	01	Shillong	As per market standards

		8. Expert in Data Visualisation and reporting tools like Tableau or Power BI 9. Past experience working with Government Agencies or International Institutions. Essential Requirements: 1. Good written and verbal communication 2. Experience working with multiple stakeholders 3. Experience working with vendors to take care of the implementation of the projects from end to end. 4. Experience working across multiple projects simultaneously and managing a team of more than 10 people. 5. Should be available to work whenever necessary including holidays			
1.3	Senior Data Scientist	Desired Qualification: Graduate or Post Graduate in Computer Science, Data Science, Economics, Statistics and other related fields. Desired Experience and Skills: 1. Minimum of 5 years' experience in IT/MIS and data 2. Expert in Javascript and Python programming languages. 3. Expert in databases (RDBMS and nosql) 4. Expert in statistics and exploratory data analysis. 5. Experience with Monitoring and Evaluation Metrics to implement them across the projects and map them to funding agency requirements. 6. Experience with ETL systems and data lakes/warehouses. 7. Experience with AWS services. 8. Experience working with large datasets. 9. Experience working with GIS data and basic understanding of LGD. 10. Expert in Data Visualisation and reporting tools like Tableau or Power BI 11. Past experience working with Government Agencies or International Institutions. Essential Requirements 1. Good written and verbal communication 2. Experience working with multiple stakeholders 3. Experience working with vendors to take care of the implementation of the projects from end to end. 4. Should be available to work whenever necessary including holidays	01	Shillong	As per market standards

2. 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.

3. Age Limit: Upto 45 years

4. Place of Posting: Selected candidate 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. How to Apply:

7.1. For applying the above positions; candidates has to fill the 'Application Form' from the following link; <http://tinyurl.com/misdatambma>

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

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

7.4. The above links are also made available on MBDA website, www.mbda.gov.in

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

7.6. Last date for receipt of applications is **27th January, 2024 (upto 05:00PM)** and applications received after the last date will not be considered.

7.7. 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. Selection Process:

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

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

9. General Information:

9.1. 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.

9.2. 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 and office notice board.

9.3. 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.

9.4. 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.

9.5. 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.

9.6. 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.

9.7. No TA/DA shall be paid for attending written test and interview.

9.8. Canvassing of any kind will render to disqualification.

9.9. 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/-
AGM (Human Resource)
Meghalaya Basin Management Agency