



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

ADVERTISEMENT

No. MBMA/ CLLMP /280/2020/ 172

Dated Shillong, 30th October, 2021

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

1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	Number of Vacancy	Place of Posting	Monthly Emolument
1.1	Programme Associate	<p>Desired Qualification: Bachelor's or Master degree in Science in any discipline, or equivalent Science Stream</p> <p>Desired Experience: Minimum 2 years of work experience in document/ file management and tracking, electronic mail management and filing.</p> <p>Essential Skills:</p> <ol style="list-style-type: none">1. Good written and verbal communication.2. Computer literacy with Microsoft package, Spread Sheets and Power Point Presentation <p>Requirement : The work will entail frequent travelling to the villages.</p>	3	Shillong	Rs. 17,000

2. 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 Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong.**

3. The above position are on contractual basis. Details about the pre-requisite qualifications and experience for the above positions may be seen in the notification.

4. For Mode of Submission of Application and other detailed information, please see the notification **Sl. No. 8**

5. Last Date for submission of application is **10th November, 2021 (upto 5:00 pm)** Application received after the last date will be not be entertained and MBDA will not be responsible for any kind of postal loss or transit delay.

Sd/-

**Executive Director
Meghalaya Basin Management Agency**



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NOTIFICATION

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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 35 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:

1.1 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.

1.2 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. **Prescribed Application Form:** Prescribe application form can be downloaded from MBDA website, www.mbda.gov.in "Or" can be obtained free of cost from the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya- 793003.**

8. Mode of Submission of Filled Application Form:

- 8.1** “By Post or Direct Submission” to the Office of the Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003”
“Or” “Via-email” to recruitmentmbda20@gmail.com.
- 8.2** Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as “**Application for the position of “_____”**”.
- 8.3** Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 8.4** Candidate must enclose along with the Application Form, recent passport size photograph, and self attested copies of the following documents;
- 8.4.1** Filled Application form
 - 8.4.2** Updated Resume
 - 8.4.3** Educational qualifications certificates
 - 8.4.4** Proof of Experience or Experience Certificates
 - 8.4.5** Latest salary slips or proof of salary from the current or previous organizations
 - 8.4.6** Additional or technical qualifications certificates (if any)
 - 8.4.7** Identity Proof (PAN Card or Aadhar Card)
- 8.5** Incomplete application shall 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** In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.
- 8.7** Last date for submission of applications is **10th November, 2021 (upto 5.00 p.m.)**. Application received after the last date will be not be entertained and MBMA will not be responsible for any kind of postal loss or transit delay.

9. Selection Process:

- 9.1** There will be written/technical test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 9.2** The Written Test/ Personal Interview will be held only in Shillong.

10. General Information:

- 10.1** 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.
- 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 and office notice board.
- 10.3** 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.

- 10.4**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.
- 10.5**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.
- 10.6**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.
- 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 Management Agency