



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

HQR: SHILLONG



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NOTIFICATION

MBDA/MBMA- 4/2013/ 776

Dated, Shillong, the 15th July, 2017

The Meghalaya Basin Management Agency (MBMA) implements the State's Flagship Programme - the Integrated Basin Development and Livelihood Promotion Programme (IBDLP). The Meghalaya - Livelihood & Access to Markets Project (Megha - LAMP), an externally Aided Project (EAP) is an integral part of IBDLP with MBMA as the implementing agency. MBMA invites applications in prescribed form, from eligible candidates for the following Contractual Posts:

1. Position vacant:

Sl. No.	Name of the Post	Experiences	Pre - Requisite Qualifications	Location	No of Posts	Monthly Emolument
1.1	Senior Manager Rural Finance - Institutional Building & Capacity Building	<ul style="list-style-type: none"> 8 Years of experience working in Rural Development Sector/Projects. Experience in handling Projects of National/State Level preferably in Capacity Building, Community Mobilisation & Training. Should have a fair knowledge of Community Mobilisation in formation of SHGs/CBOs/ Federation etc. Experience with International Funded Projects, Corporate Companies or Public Sector Undertakings. 	<ul style="list-style-type: none"> Post Graduate/ Graduate in any discipline with Professional Qualification (BBM/ BSW/ Commerce). Preference will be given to candidate with Post Graduate in Finance/Rural Development or related discipline. Good knowledge of budgeting and financial analysis management of staff/Project/ documentation and proficient in computer based software/ MS package will be preferred. 	• Shillong	1	Rs.30,000/-
1.2	Senior Manager Rural Finance - Business Development	<ul style="list-style-type: none"> 8 Years of experience working in Rural Development Sector/Projects. Experience in handling Projects of National/State Level preferably in development of rural based enterprises/finance. Should have a fair knowledge of Banking, Micro Finance and Financial Services. Experience with International Funded Projects, Corporate Companies or Public Sector Undertakings. 	<ul style="list-style-type: none"> Post Graduate/ Graduate in Finance/ Rural Development/ Social Work / Business Management/Commerce / Economics. Good knowledge of rural based enterprise/ Project management/ documentation and proficient in Computer based Software/ MS Package will be preferred. 	• Shillong	1	Rs.30,000/-
1.3	Senior Manager Rural Finance - Financial Services & Bank Linkage	<ul style="list-style-type: none"> 8 Years of Experience working in Rural Development Sector/Projects. Experience in handling Projects of National/State Level preferably in Business Development Services & Enterprise Finance. Should have a fair knowledge of Banking, Micro Finance and Financial Services. Liaison with different financial institutions for bank linkage. Experience with International Funded Projects, Corporate Companies or Public Sector Undertakings. 	<ul style="list-style-type: none"> Post Graduate/Graduate in Commerce/Finance/ Banking or related discipline Good knowledge of Rural Finance/ Project Management/ documentation and proficient in Computer based Software/ MS Package will be preferred. 	• Shillong	1	Rs.30,000/-

1.4	Manager Rural Finance – Institutional Building & Capacity Building	<ul style="list-style-type: none"> • Atleast 5 Years (for Manager) of experience working in Rural Development Sector/Projects. • Experience in handling Projects of National/State Level preferably in Capacity Building, Community Mobilisation & Training. • Should have a fair knowledge of Community Mobilisation in formation of SHGs/CBOs/ Federation etc.. • Experience with International Funded Projects, Corporate Companies or Public Sector Undertakings. 	<ul style="list-style-type: none"> • Post Graduate/ Graduate in any discipline with Professional Qualification (BBM/ BSW/ Commerce etc.). • Preference will be given to Candidate with Post Graduate in Finance/ Rural Development or related discipline. Good knowledge of budgeting and financial analysis management of staff/ Project/ documentation and proficient in computer based software/ MSPackage will be preferred 	• Tura	1	Rs.25,000/-
1.5	Manager Rural Finance – Business Development	<ul style="list-style-type: none"> • Atleast 5 Years (for Manager) of experience working in Rural Development Sector/Projects. • Experience in handling Projects of National/State Level preferably in development of rural based Enterprises/Finance. • Should have a fair knowledge of Banking, Micro Finance and Financial Services. • Experience with International Funded Projects, Corporate Companies or Public Sector Undertakings. 	<ul style="list-style-type: none"> • Post Graduate/ Graduate in Finance/ Rural Development/ Social Work / Business Management/commerce Economics or related discipline • Good knowledge of Rural Finance/ Project Management/ documentation and proficient in Computer based Software/ MSPackage will be preferred 	• Tura	1	Rs.25,000/-
1.6	Manager Rural Finance – Financial Services & Bank Linkage	<ul style="list-style-type: none"> • Atleast 5 Years of Experience working in Rural Development Sector/Projects. • Experience in handling Projects of National/State Level preferably in Business Development Services & Enterprise Finance. • Should have a fair knowledge of Banking, Micro Finance and Financial Services. Liaison with different financial institutions for bank linkage. • Experience with International Funded Projects, Corporate Companies or Public Sector Undertakings. 	<ul style="list-style-type: none"> • Post Graduate/Graduate in Commerce/Finance/ Banking or related discipline. • Good knowledge of Rural Finance/ Project Management/ documentation and proficient in Computer based Software/ MS Package will be preferred 	<ul style="list-style-type: none"> • Tura(WZ) • EKH • WKH • SWKH • EJH • WJH • RB • WGH • NGH • EGH • SWGH • SGH 	12	Rs.25,000/-
1.7	Manager Data Management & Analysis	<ul style="list-style-type: none"> • Atleast 5 Years of experience in computer database operation, enterprise and rural development Projects. 	<ul style="list-style-type: none"> • Graduate/Post Graduate in Commerce/Economics/ Computer Science /Statistics. • Good technical expertise in computing and MIS operation, ability to produce concise reports based on interferences from & data analysis, training in MIS operation, computing and business development and management will be preferred. 	• Shillong	1	Rs.25,000/-
1.8	Manager Rural Finance – Institutional Building & Capacity Building & Business Development	<ul style="list-style-type: none"> • Atleast 5 Years of experience working in Rural Development Sector/Projects. • Experience in the development of rural base enterprises, capacity building, community mobilisation & training • Should have fair knowledge of Banking and Micro Finance Sector & Financial Services & Cooperative Societies. 	<ul style="list-style-type: none"> • Graduate /Post Graduate with Commerce/Economics/Rural Development/ MSW or related discipline. • Good knowledge of budgeting and financial analysis management of staff/Project/ documentation and proficient in computer based software/ MS Package will be preferred 	<ul style="list-style-type: none"> • EKH • WKH • SWKH • EJH • WJH • RB • WGH • NGH • EGH • SWGH 	11	Rs.25,000/-

		<ul style="list-style-type: none"> • Experience with International Funded Projects, Corporate Companies or Public Sector Undertakings. 		<ul style="list-style-type: none"> • SGH 		
1.9	Assistant Manager Rural Finance – Business Development	<ul style="list-style-type: none"> • Atleast 3 Years of experience working in Rural Development Sector /Projects. • Experience in the development of rural base enterprises. • Should have fair knowledge of Banking and Micro Finance Sector & Financial Services & Cooperative Societies. 	<ul style="list-style-type: none"> • Graduate / Post Graduate in Commerce/ Economics/ Rural Development/ Social Work/ Business Management 	<ul style="list-style-type: none"> • Shillong 	1	Rs.20,000/-
1.10	Assistant Manager Rural Finance - Financial Services & Bank Linkage	<ul style="list-style-type: none"> • Atleast 3 Years of experience working in Rural Development Sector/Projects. • Experience in handling Projects of National/State Level preferably in Business Development Services & Enterprise Finance. • Should have a fair knowledge of Banking, Micro Finance and Financial Services. 	<ul style="list-style-type: none"> • Graduate /Post Graduate in Commerce/Economics/Rural Development/ Banking & Finance 	<ul style="list-style-type: none"> • Shillong 	1	Rs.20,000/-
1.11	Programme Associate- Administration	<ul style="list-style-type: none"> • Atleast 1 – 2 Years of experience in Office Clerical Work. • Having good computer Skills with emphasis on MS Office. 	<ul style="list-style-type: none"> • Graduate or Post Graduate in any discipline. Preference will be given to candidates with qualifications in management, accounting, commerce, or office management. • Candidate must be capable of carrying out a wide range of administrative functions with minimal supervision. 	<ul style="list-style-type: none"> • Shillong • Tura 	4	Rs.12,000/ Rs.15,000/ Rs.17,000 (As per Educational Qualification)
1.12	Programme Associate – Data Management	<ul style="list-style-type: none"> • At least 1 – 2 Years of experience in Data Operator/ Management. • Having good computer Skills with emphasis on MS Office. 	<ul style="list-style-type: none"> • Graduate/Post Graduate in Commerce/Economics/ Computer Application / Statistics. • Good technical expertise in computing and MIS operation, ability to produce concise reports based on interferences from & data analysis, training in MIS operation, computing and business development and management will be preferred. 	<ul style="list-style-type: none"> • Shillong • Tura 	3	Rs12,000/ Rs.15,000/ Rs.17,000 (As per Educational Qualification)
1.13	Programme Associate (GIS)	<ul style="list-style-type: none"> • At least 1-2 Years of experience in Remote Sensing, GIS related works in rural development or environment or related discipline with demonstrated competencies in GIS based mapping will be preferred. 	<ul style="list-style-type: none"> • M-Tech in Remote Sensing & GIS/MA (Geography) 	<ul style="list-style-type: none"> • Shillong 	1	Rs.17000/-

2. Essential Skills:

2.1 Good communication skills, written and oral as well as familiarity with Word Processing, Spread Sheets and Presentation software are essential for all the positions.

3. **Age Limit:** 22 years to 45 years.

4. **Place of Posting:**

4.1 Selected candidates shall be posted at the location mentioned above.

5. **Remuneration:**

5.1 The monthly emolument mentioned above is a consolidated amount.

5.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

6. Experience certificate from previous employer(s) clearly stating nature of duties performed should be attached along with the application.

7. Staff already working with MBDA/MBMA and BRDC, who are otherwise eligible, can also apply. Their applications must be routed through their reporting officer.

8. Period of Contract:

Selected candidates shall be given a one year contract. The contract may be renewed subject to the satisfaction of MBMA and continuance of the project. 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 candidates with the MBMA to that effect.

9. Prescribed Application Form:

Prescribe application form can be downloaded from MBDA website, www.mbda.gov.in or can be obtained free of cost from any of the office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) District Headquarters.

10. Submission of Application Form:

10.1. Application forms duly filled in can be submitted at the Office of Deputy Commissioner & Chairman, Basin Development Unit, East Khasi Hills, Shillong and West Garo Hills District, Tura respectively up to **5:00 PM on 4th August, 2017**, the last date for submission of application form. One passport size photograph should be submitted along with the application form along with all relevant credentials. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.

10.2. Online Submission: Scanned copies of the duly filled application form and annexure may be submitted to recruitmentmbda@gmail.com clearly indicating application name of the position in the subject line. Hard copies may be sent by post / courier thereafter addressed to Human Resource Section, Meghalaya Basin Development Authority (MBDA), C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills – 793003. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.

11. Format of the Selection Process:

11.1 All candidates who have the pre-requisite qualification, experience in accordance with **Sl. No. 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13** will be called for assessment. In case the candidate is not found qualified for the post applied, He/She may be considered for a lower post as the case may be.

11.2 List of the shortlisted candidates shall be displayed in the MBDA website, www.mbda.gov.in

11.3 Mere eligibility will not entitle any candidate for being called for Interview. MBMA reserves the right to place a reasonable limit on the total number of candidates to be called for interview. Fulfilment of essentials qualification par se does not entitle a candidate to be called for interview.

11.4 The date, time and venue will be communicated to the candidate via Phone or E-mail. Candidates are advised to clearly indicate their contact number and E-mail address to facilitate faster communication.

11.5 MBMA reserves the right to conduct any additional test at any time during the recruitment process.

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

Sd/-Meghalaya Basin Management Agency

Meghalaya State Housing Financing Cooperative Society Ltd. Campus
Nongrim Hills, Shillong – 793003, Tel No. 0364- 2522921/ 2522992