



# MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

HQR: SHILLONG



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## NOTIFICATION

MBDA/MBMA- 4/2013/ 779

Dated, Shillong, the 2<sup>nd</sup> August, 2017

The Meghalaya Basin Development Authority (MBDA) is implementing the Integrated Basin Development and Livelihood Promotion Programme (IBDLP), a flagship programme of the Government of Meghalaya wherein community nurseries and catchment area afforestation are important activities. Applications are invited from the eligible candidates for the following contractual post as per details given below:-

Sl No	Name of the Post	Pre - requisite Qualification	Experience	Place of Posting	Monthly Emolument
1.1	Assistant Coordinator (Community Nursery & Afforestation)	Graduate in any discipline	Atleast 2 years of work experience in community nursery, afforestation, livelihood promotion and other NRM related activities and community mobilisation	Shillong (with Area of responsibility in Khasi & Jaintia Hills)	Rs. 18,000/-

### 1. Preferred Skills:

- Willingness to travel and occasionally render service beyond normal working hours.
- Familiarity with Word Processing, Spread Sheets and Presentation Software are essential for the position

### 2. Age Limit:

Applicants should be between 22 years to 45 years as on 01-07-2017.

### 3. Period of Contract:

Selected candidates shall be given a one year contract. The contract may be renewed subject to the satisfaction of MBDA 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.

### 4. Remuneration:

The monthly emolument mentioned above is a consolidated amount.

- Experience certificate from previous employer(s) clearly stating nature of duties performed including research experience, should be attached along with the application.
- Staff already working with MBDA/MBMA and BRDC, who are otherwise eligible, can also apply. Their applications must be routed through their reporting officer.

### 7. Prescribed Application Form:

Prescribe application form can be downloaded from MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in) or can be obtained free of cost from the Office of the Meghalaya Basin Development Authority, Nongrim Hills, Shillong.



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## 8. Submission of Application Form :

8.1 Application forms duly filled in can be submitted at the Office of the Meghalaya Basin Development Authority, Nongrim Hills, Shillong, up to **5:00 PM on 11<sup>th</sup> 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.

8.2 **Online Submission:** Scanned copies of the duly filled application form and annexure may be submitted to [recruitmentmbda@gmail.com](mailto: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 Financing Cooperative Society Ltd. Campus, Nongrim Hills - 793003. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.

## 9. Format of the Selection Process:

9.1 All candidates who have the pre-requisite qualification, experience in accordance with **Sl. No. 1.1**, 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.

9.2 List of the shortlisted candidates shall be displayed in the MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in).

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

9.4 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.

9.5 MBDA reserves the right to conduct any additional test at any time during the recruitment process.

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

Sd/-

Deputy Chief Executive Officer  
Meghalaya Basin Development Authority  
Meghalaya State Housing Financing Cooperative Society Ltd. Campus  
Nongrim Hills, Shillong - 793003, Tel No. 0364- 2522921/ 2522992