



# MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Headquarter, Nongrim Hills, Shillong

Meghalaya - 793003

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in)

## ADVERTISEMENT

No. MBDA-553/2019/279

Dated Shillong, 16<sup>th</sup> Aug 2019

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

1. **Position:**

Sl. No.	Name of the Position	Pre-Requisite Qualification	Experience & Skills Required	Place of Posting	Monthly Emolument
1.1	Data Management Executive	Graduate in any disciplines with excellent knowledge in computer including Microsoft Suite (Excel, Word, PPT, and Access) and typing. Candidates having the following disciplines would be given preferable; Computer Science/ Information Technology/ Computer Engineering/ Information System/ Network Engineering/ Network Administration/ BCA/ BBA	Minimum 2 years of experience in Data Management and Management of Information System. Knowledge of digitization equipment, software and applications, and having experience in data processing software programs including Microsoft Suite (Excel, Word, and Access) would be an added advantage. <b>Key Skills:</b> a. Good written and verbal communication skills. b. Knowledge of computer and mobile software application. c. Enthusiastic and good liasoning & coordination skills. d. Local candidate of the district would be given preference.	EKH, WKH, SWKH, RB, EJH, WJH, WGH, NGH, EGH, SWGH & SGH	Rs.15,000/-

- Notification and prescribed application form can be downloaded from the website, [www.mbda.gov.in](http://www.mbda.gov.in) or can be obtained free of cost from the O/o Meghalaya Basin Management Agency, C/o Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong any of the Office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) district headquarters.
- The above positions are on contractual basis. Details about the pre-requisite qualifications and experience for the above positions may be seen in the notification.
- Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- Application form duly filled along with self attested credentials should only be submitted to the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya - 793003** 'or' at the **O/o Basin Development Unit (BDU)/ District Project Management Unit (DPMU), of the 11 (eleven) District Headquarters, Meghalaya.**
- For out station candidate, the duly filled application form and documents should only be submitted **via e-mail to [recruitmentmbda@gmail.com](mailto:recruitmentmbda@gmail.com)** clearly indicating name of the position in the subject line.
- Last date for receipt of applications is 31<sup>st</sup> Aug 2019 (upto 5.00 p.m.) and no application received after the last date will be considered. MBMA will not be responsible for any kind of postal loss or transit delay.

Executive Director

Meghalaya Basin Development Authority