



## 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), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

No.MBDA(HR-JICA)/98/2019/18

Dated Shillong the, 4<sup>th</sup> February, 2022

### ADVERTISEMENT

The Meghalaya Basin Development Authority (MBDA) is inviting applications from the following professionals for Japan International Cooperation Agency (JICA) an externally aided project for Community-Based Forest Management and Livelihoods Improvement in Meghalaya. Interested eligible candidate should submit their application in prescribed format. The detailed application form, advertisement and notification are available on MBDA's website <http://www.mbda.gov.in>

#### 1. Position:

| Sl No | Name of the Post                | Qualifications | Experience  | Location | Monthly Emolument |
|-------|---------------------------------|----------------|---|----------|-------------------|
| 1.    | Consultant - Finance & Accounts | CA/ ICWA       | Minimum <b>06 years</b> of experience<br>1. Candidate having at least 6 years of experience at a Senior Level handling Project and Company Accounting.<br>2. Candidate should have varied and comprehensive experience in project & government accounting, funds management, accounting or financial management, financial report, audit preparation and financial strategy.<br>3. Experience of externally aided projects/ projects in rural development sector.<br>4. Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers.<br><b>Essential Skills:</b> <ul style="list-style-type: none"><li>• Good written and verbal communication.</li><li>• Strong Analytical and Negotiation Skills</li><li>• Excellent Decision Making &amp; Problem Solving Skills.</li><li>• Computer skills like Word Processing, Spread Sheets, Power Point Presentation and Tally.</li><li>• Excellent management and leadership skills to motivate employees across the board</li><li>• Financial skills particularly focusing on budget management and costs estimations</li></ul> | Shillong | Rs 40,000/-       |

- 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 position is on contractual basis. Details about the pre-requisite qualifications and experience for the above positions may be seen in the notification.
- Application form duly filled along with self attested credentials should only be submitted to the **O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003**. For out station candidate, the duly filled application form and documents should only be submitted **via e-mail to [recruitmentmbda21@gmail.com](mailto:recruitmentmbda21@gmail.com)** clearly indicating name of the position in the subject line.
- Last date for receipt of applications is **17<sup>th</sup> February, 2022 (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.

Sd/-  
**Additional Project Director, JICA**  
**Meghalaya Basin Development Authority**



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### NOTIFICATION

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#### 1. Position:

| Sl No | Name of the Post                | Qualifications | Experience  | Location | Monthly Emolument |
|-------|---------------------------------|----------------|---|----------|-------------------|
| 1.    | Consultant - Finance & Accounts | CA/ ICWA       | <p>Minimum <b>06 years</b> of experience</p> <ol style="list-style-type: none"><li>1. Candidate having at least 6 years of experience at a Senior Level handling Project and Company Accounting.</li><li>2. Candidate should have varied and comprehensive experience in project &amp; government accounting, funds management, accounting or financial management, financial report, audit preparation and financial strategy.</li><li>3. Experienced of externally aided projects/ projects in rural development sector.</li><li>4. Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers.</li></ol> <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"><li>• Good written and verbal communication.</li><li>• Strong Analytical and Negotiation Skills</li><li>• Excellent Decision Making &amp; Problem Solving Skills.</li><li>• Computer skills like Word Processing, Spread Sheets, Power Point Presentation and Tally.</li><li>• Excellent management and leadership skills to motivate employees across the board</li><li>• Financial skills particularly focusing on budget management and costs estimations</li></ul> | Shillong | Rs.40,000/-       |

2. **Age Limit:** The age limit is upto 45 years

3. **Place of Posting:**

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

4. **Remuneration:**

a. The monthly emolument shall be as mentioned above.

5. **Period of Contract:**

a. Selected candidates shall be given a one (1) year contract. The contract may be renewed subject to the satisfaction of MBDA and continuance of the project.

b. 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 MBDA to that effect.

6. **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 any of the office of the Deputy Commissioner & Chairman, Basin Development Unit (BDU) at the 11 (eleven) District Headquarters.

7. **Submission of Application Form:**

a. Application form duly filled along with self attested credentials should only be submitted to the O/o Meghalaya Basin Development Authority, 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.



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- b. Candidate must enclose recent passport size photograph, the self attested copies of degrees, diplomas, mark-sheets and experience letter etc. with the application form.
  - c. Experience certificate from previous employer(s) clearly stating nature of duties performed should be attached along with the application.
  - d. Incomplete application or application on plain paper will 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.
  - e. For out station candidate, the duly filled application form and documents may be submitted via e-mail to [recruitmentmbda21@gmail.com](mailto:recruitmentmbda21@gmail.com) clearly indicating name of the position in the subject line.
  - f. Last date for receipt of applications is **17th February 2022 (upto 5.00 p.m.)** and no application received after the last date will be considered. MBDA will not be responsible for any kind of postal loss or transit delay.
- 8. Selection Process:**
- a. There will be written test and personal interview for the position. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
  - b. The Written Test/ Personal Interview may be held in Shillong only.
- 9. General Information:**
- a. The pre-requisite qualifications and experiences are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBDA 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.
  - b. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication and 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](http://www.mbda.gov.in)
  - c. MBDA 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.
  - d. In case of non-availability of suitable candidates with prescribed qualifications and experience, MBDA 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.
  - e. The number of vacancies indicated in the advertisement and notification is tentative. MBDA 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.
  - f. MBDA reserves the right to extend the closing date for receipt of applications. MBDA 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
  - g. No TA/DA shall be paid for attending written test and interview.
  - h. Canvassing of any kind will render to disqualification.
  - i. 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/-

**Additional Project Director, JICA  
Meghalaya Basin Development Authority**