



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(Reg No. SR/MBDA – 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

ADVERTISEMENT

No.MBDA(HR)/794/2022/ 396

Dated, Shillong, 24th November 2025

The Meghalaya Basin Development Authority is hiring for the position of **Development Associate** on behalf of the Office of Development Commissioner for the Government Innovation Lab (GIL) - State Capability Enhancement Project (SCEP). GIL-SCEP is an initiative for strengthening government capacity to tackle complex development challenges in sustainable rural development, health & nutrition, early childhood & adolescent development, education, & women empowerment.

1. Position Vacant:

Sl. No.	Position	Essential Qualifications & Experiences	Place of Posting	No. of Vacancy
1.1	Development Associate	<p>Essential Qualifications:</p> <ul style="list-style-type: none">Bachelor's or Master's degree (Master's preferred) in Public Administration, Public Policy, Public Health, Education, Development Studies, Economics, Management, or allied Social Sciences from a recognised institution.Strong understanding of governance systems, public service delivery, or development sector operations. <p>Experiences, Skills & Attributes:</p> <ul style="list-style-type: none">Minimum 2+ years' experience in project coordination, programme implementation, research, or advisory roles in the development or public sector.Experience working with government departments or development programmes is highly desirable.Demonstrated capability in field monitoring, stakeholder coordination, and documentation/reporting.	Shillong	02

2. How to Apply:

- 1.1. For applying the above positions; candidates have to fill the 'Application Form' from the following link;
<https://forms.gle/MTpeZi8JTmfrB1j4A>
- 1.2. Detailed information about the SCEP project, the position, and the Job Description (JD) is available at the following link: https://docs.google.com/document/d/1kjOg_bFVKAUxBhCaQPbdFHiybE6fwTJiGdinJ1osbs/edit?tab=t.0
- 1.3. Applications for this position will be reviewed on a rolling basis until the position is filled with a suitable candidate.

Sd/-
Chief Executive Officer
Meghalaya Basin Development Authority



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NOTIFICATION

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1. Position Vacant:

Sl. No.	Position	Essential Qualifications & Experiences	Place of Posting	No. of Vacancy	Pay
1.1	Development Associate	Essential Qualifications: <ul style="list-style-type: none">Bachelor's or Master's degree (Master's preferred) in Public Administration, Public Policy, Public Health, Education, Development Studies, Economics, Management, or allied Social Sciences from a recognised institution.Strong understanding of governance systems, public service delivery, or development sector operations. Experiences, Skills & Attributes: <ul style="list-style-type: none">Minimum 2+ years' experience in project coordination, programme implementation, research, or advisory roles in the development or public sector.Experience working with government departments or development programmes is highly desirable.Demonstrated capability in field monitoring, stakeholder coordination, and documentation/reporting.	Shillong	02	Rs. 50,000

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 45 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:

6.1. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction and continuance of the project you are engaged with.

6.2. 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 SCEP to that effect.

7. How to Apply:

7.1. For applying the above positions; candidates have to fill the '**Application Form**' from the following link;

<https://forms.gle/MTpeZi8JTmfrB1j4A>

- 7.2. All applications should be submitted through online mode only. All applications should be submitted through online mode only. No other mode of applications will be entertained.
- 7.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 7.4. The above links are also made available on MBDA website, www.mbda.gov.in
- 7.5. Incomplete application shall not be entertained and is liable to be rejected.
- 7.6. **Applications for this position will be reviewed on a rolling basis until the position is filled with a suitable candidate.**
- 7.7. Detailed information about the SCEP project, position and job description (JD) are made available from the following link;
https://docs.google.com/document/d/1kjOg_bFVKAUxBhCaQPbdfHiybE6fwTJiGdinlJ1osbs/edit?tab=t.0
- 7.8. 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. Selection Process:

- 8.1. 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.
- 8.2. The Written Test/ Personal Interview will be held only in Shillong.

9. General Information:

- 9.1. 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. GIL-SCEP 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.
- 9.2. 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.
- 9.3. GIL-SCEP 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.
- 9.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, GIL-SCEP 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.
- 9.5. The number of vacancies indicated in the advertisement and notification is tentative. GIL-SCEP 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.
- 9.6. GIL-SCEP reserves the right to extend the closing date for receipt of applications. GIL-SCEP 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.
- 9.7. No TA/DA shall be paid for attending written test and interview.
- 9.8. Canvassing of any kind will render to disqualification.
- 9.9. Staff already working with GIL-SCEP, 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/-

Shri Sampath Kumar, IAS
Development Commissioner to the Government of Meghalaya &
Chief Executive Officer, MBDA