



No .MBDA(HR-JICA)/98/2019/ 70

Dated Shillong the 22nd August, 2022

**Advertisement**

The Meghalaya Basin Development Authority (MBDA) invites Online Applications from eligible candidate in prescribed format to fill up the following position on contractual basis.

**1. Position:**

SNo.	Position	Desired Qualifications & Experiences	Monthly Emolument
1.1	Senior Manager – Finance & Accounts	<p><b>Desired Qualification:</b> Intermediate in CA/ IWCA/ MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management.</p> <p><b>Desired Experience:</b></p> <p><b>i) For Intermediate in CA/ IWCA</b> - Minimum <b>05 years</b> of experience</p> <p><b>ii) For MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management</b> - Minimum <b>08 Years</b> of experience in Finance, Accounts &amp; Taxation related functions.</p> <ol style="list-style-type: none"> <li>1. Candidate having at least 08 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 and Power Point Presentation</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>	Rs.46000 /-
1.2	Manager / Deputy Manager – Finance & Accounts	<p><b>Desired Qualification:</b> Intermediate in CA/ IWCA/ MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management.</p> <p><b>Desired Experience:</b></p> <p><b>i) For Intermediate in CA/ IWCA</b> - Minimum <b>03 years</b> of experience</p> <p><b>ii) For MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management</b> - Minimum <b>05 Years</b> of experience in Finance, Accounts &amp; Taxation related functions.</p> <ol style="list-style-type: none"> <li>1. Candidate having at least 05 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 and Power Point Presentation</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>	Rs.30000/- (For Manager), Rs 27000/- (For Deputy Manager)

- The application form link and other information's related to the position is available on the MBDA's website <https://www.mbda.gov.in>
- Link for online application: <https://tinyurl.com/srmgraccounts> .Candidates are to fill the application form on or before **3rd September, 2022.**

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

Office of the Project Director  
Community-based Forest Management and  
Livelihood Improvement in Meghalaya

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Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

www.mbda.gov.in

No .MBDA(HR-JICA)/98/2019/71

Dated Shillong the, 22<sup>nd</sup> August, 2022

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**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:**

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

**7. How to Apply:** To apply for the above position, you can either fill in the following online form:

7.1 **For Applying Online;** link to online application form <https://tinyurl.com/srmgraccounts>

7.2. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

7.3. The above links are also made available on MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in)

7.4. Incomplete application shall not be entertained and is liable to be rejected.

7.5. In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.

7.6. Last date for receipt of applications is **3<sup>rd</sup> September, 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:**

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.

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. MBMA 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](http://www.mbda.gov.in) and office notice board.

9.3. MBMA 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, MBMA 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. MBMA 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. MBMA reserves the right to extend the closing date for receipt of applications. MBMA 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 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.

9.10. All applications will be reviewed on rolling basis and the position will remain open until filled

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