



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,
Shillong, East Khasi Hills, Meghalaya- 793003
(CIN No. U75144ML2012NPL008509)
Phone: +91-364- 2522921/2522992
Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

ADVERTISEMENT

No.MBMA/CLLMP/HR/64/2018/488

Dated Shillong, 21st July, 2022

The Meghalaya Basin Management Agency (MBMA) invites online applications from eligible candidate in prescribed format to fill up the following position on contractual basis.

1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	Monthly Emolument	Place of Posting
1.1	Manager (Information Technology) / System Administration	<p>Desired Qualification: B. Tech. (or higher) in Computer Science/Information Technology (IT), engineering, data or equivalent discipline with knowledge in programming, web designing, database handling and networking.</p> <p>Desired Experience:</p> <ul style="list-style-type: none">• Minimum 5 years related professional work experience in related field• Maintaining and administering systems and related computing environments including systems software, applications software, hardware, and configurations.• Protecting data, software, and hardware by coordinating, planning and implementing network security measures.• Monitoring performance to determine if adjustments need to be made for Load balancing, the hosted applications• Conferring with users about server optimization and performance enhancement.• Operating master consoles to monitor the performance of networks and computer systems.• Performing disaster recovery operations and data backups when required.• Knowledge on Amazon Web Service (AWS) console & Instance management• Knowledge on server optimisation in AWS platform• Knowledge on Route 53 configuration in AWS platform• Proficiency in Domain Name & SSL configuration to various applications• Knowledge in handling Apple & Google Play Developer account <p>Essential Skills:</p> <ul style="list-style-type: none">• Ability to handle and manage big data with minimal oversight.• Hands-on and results-oriented approach.• High-level proficiency in MS office, Excel, PPT, etc• Strong written and verbal communication.• Well-developed interpersonal and team working skills, initiative, persistence and positive attitude.• Ability to work under tight deadlines, manage multi-task requirements, high attention to detail and a high degree of pro-activity and initiative• Demonstrated strong values and professional integrity• Ability to engage and communicate.	Rs.30,000/-	Shillong

- 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/systemadit> Candidates are to fill the application form on or before, **3rd August, 2022**

Sd/-
Additional Project Director, CLLMP
Meghalaya Basin Management Agency



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NOTIFICATION

No.MBMA/CLLMP/HR/64/2018/489

Dated Shillong, 21st July, 2022

The Meghalaya Basin Management Agency (MBMA) invites online applications from eligible candidate in prescribed format to fill up the following position on contractual basis.

1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	No. Of Vacancy	Place of Posting	Monthly Emolument
1.1	Manager (Information Technology) / System Administration	<p>Desired Qualification: B. Tech. (or higher) in Computer Science/Information Technology (IT), engineering, data or equivalent discipline with knowledge in programming, web designing, database handling and networking.</p> <p>Desired Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years related professional work experience in related field • Maintaining and administering systems and related computing environments including systems software, applications software, hardware, and configurations. • Protecting data, software, and hardware by coordinating, planning and implementing network security measures. • Monitoring performance to determine if adjustments need to be made for Load balancing, the hosted applications • Conferring with users about server optimization and performance enhancement. • Operating master consoles to monitor the performance of networks and computer systems. • Performing disaster recovery operations and data backups when required. • Knowledge on Amazon Web Service (AWS) console & Instance management • Knowledge on server optimisation in AWS platform • Knowledge on Route 53 configuration in AWS platform • Proficiency in Domain Name & SSL configuration to various applications • Knowledge in handling Apple & Google Play Developer account <p>Essential Skills:</p> <ul style="list-style-type: none"> • Ability to handle and manage big data with minimal oversight. • Hands-on and results-oriented approach. • High-level proficiency in MS office, Excel, PPT, etc • Strong written and verbal communication. • Well-developed interpersonal and team working skills, initiative, persistence and positive attitude. • Ability to work under tight deadlines, manage multi-task requirements, high attention to detail and a high degree of pro-activity and initiative • Demonstrated strong values and professional integrity • Ability to engage and communicate. 	01 (One)	Shillong	Rs.30,000/-

- **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.
- **Age Limit:** Upto 45 years
- **Place of Posting:** Selected candidate shall be posted at the location mentioned above.
- **Remuneration:**
 - The monthly emolument shall be as mentioned in the above column.
 - House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
 - EPF contributions from both employee and employer.
- **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.

- **How to Apply:** To apply for the above position, you can either fill in the following online form:
 - **For Applying Online;** link to online application form <https://tinyurl.com/systemadit>
 - Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
 - The above links are also made available on MBDA website, www.mbda.gov.in
 - Incomplete application shall not be entertained and is liable to be rejected.
 - In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.
- Last date for receipt of applications is **3rd August, 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
- **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.
 - **General Information:**
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - No TA/DA shall be paid for attending written test and interview.
 - Canvassing of any kind will render to disqualification.
 - 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.
 - All applications will be reviewed on rolling basis and the position will remain open until filled

Sd/-
Additional Project Director, CLLMP
Meghalaya Basin Management Agency