



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

MBDA/MBMA-4/2013/ 1284

Dated Shillong, 7th January, 2022

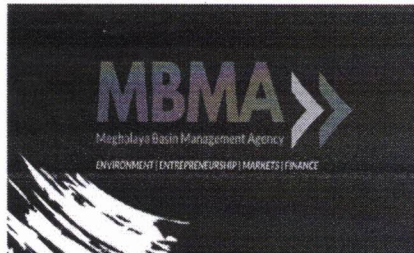
The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate in prescribed format to fill up the following position on contractual basis. The application form, advertisement, notification and Terms of Reference are available on the MBDA's website <https://www.mbda.gov.in>

1. Position:

Sl. No.	Name of the Position	Educational Qualification	Experience & Skills Required	Job Location	Monthly Emolument
1.1	Senior Manager (Social Media & Communications)	<ul style="list-style-type: none">- Graduate or Post Graduate in Mass Communications & Journalism / BA (Literature) / Services Marketing/ or other related fields with relevant experience.- Candidates from other disciplines but with exceptional demonstrated skills may also apply.	<p>Desired Experience :- At-least 8 years of social media management experience particularly in rural development and marginalised indigenous communities</p> <ul style="list-style-type: none">a) Proven work experience as a Social Media expertb) Hands on experience in content managementc) Experience with rural communications or outreach activities.d) Experience in development of high level reports and documentse) Ability to deliver creative content (Text, image and video)f) Solid knowledge of SEO, keyword research and Google Analyticsg) Familiarity with web design, animation etc. <p>Essential Skills :- Good verbal and communication skill</p> <ul style="list-style-type: none">b) Exceptional writing and editing skillsc) Fair knowledge of communication and outreach methods particularly for rural areasd) Analytical and multitasking skills	Shillong	Rs. 36,000/-

- Notification and prescribed application form can be downloaded from the website, 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..**
- Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- For Mode of Submission of Application and other detailed information, please see the notification **Sl. No. 8**
- Last date for receipt of applications is 21st January, 2022 (upto 5.00 p.m.). Application received after the last date will be not be entertained and MBMA will not be responsible for any kind of postal loss or transit delay.


Executive Director
Meghalaya Basin Management Agency



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NOTIFICATION

MBDA/MBMA-4/2013/ 1285

Dated Shillong, 7th January, 2022

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

1. Vacant Position:

Sl. No.	Name of the Position	Educational Qualification	Experience & Skills Required	Vacancy	Job Location	Monthly Emolument
1.1	Senior Manager (Social Media & Communications)	<ul style="list-style-type: none">- Graduate or Post Graduate in Mass Communications & Journalism / BA (Literature) / Services Marketing/ or other related fields with relevant experience.- Candidates from other disciplines but with exceptional demonstrated skills may also apply.	<p>Desired Experience :- At-least 8 years of social media management experience particularly in rural development and marginalised indigenous communities</p> <ul style="list-style-type: none">a) Proven work experience as a Social Media expertb) Hands on experience in content managementc) Experience with rural communications or outreach activities.d) Experience in development of high level reports and documentse) Ability to deliver creative content (Text, image and video)f) Solid knowledge of SEO, keyword research and Google Analyticsg) Familiarity with web design, animation etc. <p>Essential Skills :-</p> <ul style="list-style-type: none">a) Good verbal and communication skillb) Exceptional writing and editing skillsc) Fair knowledge of communication and outreach methods particularly for rural areasd) Analytical and multitasking skills	01 (one)	Shillong	Rs.36,000

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.

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:

1.1 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.

1.2 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 MBMA to that effect.

7. **Prescribed Application Form:** Prescribe application form can be downloaded from MBDA website, www.mbda.gov.in "Or" can be obtained free of cost from the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya-793003.**
8. **Mode of Submission of Filled Application Form:**
- 8.1 "By Post or Direct Submission" to the Office of the Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003"
"Or" "Via-email" to recruitmentmbda21@gmail.com.
- 8.2 Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as "Application for the position of _____".
- 8.3 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 8.4 Candidate must enclose along with the Application Form, recent passport size photograph, and self attested copies of the following documents;
- 8.4.1 Filled Application form
- 8.4.2 Updated Resume
- 8.4.3 Educational qualifications certificates
- 8.4.4 Proof of Experience or Experience Certificates
- 8.4.5 Latest salary slips or proof of salary from the current or previous organizations
- 8.4.6 Additional or technical qualifications certificates (if any)
- 8.4.7 Identity Proof (PAN Card or Aadhar Card)
- 8.5 Incomplete application shall 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.
- 8.6 In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.
- 8.7 Last date for submission of applications is 21st January, 2022 (upto 5.00 p.m.). Application received after the last date will be not be entertained and MBMA will not be responsible for any kind of postal loss or transit delay.
9. **Selection Process:**
- 9.1 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.
- 9.2 The Written Test/ Personal Interview will be held only in Shillong.
10. **General Information:**
- 10.1 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.
- 10.2 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.

- 10.3 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.
- 10.4 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.
- 10.5 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.
- 10.6 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.
- 10.7 No TA/DA shall be paid for attending written test and interview.
- 10.8 Canvassing of any kind will render to disqualification.
- 10.9 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.



Executive Director .
Meghalaya Basin Management Agency