



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 (Walk –in-Interview)

No. MBMA/ CLLMP /280/2020/583

Dated Shillong, 13th October 2022

The Meghalaya Basin Management Agency (MBMA) invites a “Walk-in-Interview” for the following position to be appointed on Contractual basis for a period of 1 (One) Year. Interested candidates fulfilling the eligibility criteria may attend the Walk-in at the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong**. The detailed application form, advertisement and notification are available on the MBDA’s Website <https://www.mbda.gov.in>

1. Position:

Sl. No.	Position	Desired Qualifications & Experiences	Number of Vacancy	Place of Posting	Monthly Emolument
1.1	Programme Associate (Administration)	Desired Qualification: Graduate or Post Graduate in any discipline with excellent communication skills (Written & Verbal). Outstanding in planning, organizing and executing the day-to-day activities with discretion and confidentiality. Desired Experience: Minimum 2 years of work experience in document/ file management and tracking, electronic mail management and filing. Essential Skills: <ul style="list-style-type: none">- Good written and verbal communication.- Strong Time Management Skills and Multi-Tasking Skills- Strong Interpersonal Skills- Computer skill with Microsoft package, Spread Sheets and Power Point Presentation- Liaisoning with other organisations/ agencies	2	Shillong	Rs. 17,000

2. Date & Time for “Walk-in-Interview”

Sl No.	Date of Interview	Time for Registration	Position
1	25-October-2022	09:00AM to 11:00AM	Programme Associate (Administration)

3. Documents Required: Candidate should bring along with the following documents:

- Updated Resume
- Recent Passport size photograph (1)
- Original Certificates (for verification)
- Self-attested copies of educational qualifications, marksheets, age certificate, experience certificates, etc.

Sd/-

**Assistant General Manager – Human Resources
Meghalaya Basin Management**



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NOTIFICATION (Walk-in-Interview)

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2. Age Limit: Upto 45 years

3. Place of Posting: Selected candidate shall be posted at the location mentioned above.

4. Remuneration:

4.1 The monthly emolument shall be as mentioned in the above column.

4.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

4.3 EPF contributions from both employee and employer.

5. Duration of Contract:

5.1 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.

5.2 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.

6 General Information:

- 6.1** 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.
- 6.2** Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. List of the shortlisted candidates will be displayed in the MBDA website, www.mbda.gov.in and office notice board.
- 6.3** 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.
- 6.4** 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.
- 6.5** 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.
- 6.6** 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.
- 6.7** No TA/DA shall be paid for attending written test and interview.
- 6.8** Canvassing of any kind will render to disqualification.
- 6.9** 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.

Sd/-
Assistant General Manager – Human Resources
Meghalaya Basin Management Agency