



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. MBDA/ MBMA -4 (Vol – VII)/ 2013/ 1481

Dated Shillong, 18th May 2023

The Meghalaya Basin Management Agency (MBMA) invites online applications from eligible candidate in prescribed format to fill up the following position on a contractual basis to be posted at Shillong. The detailed information's regarding the application form link, advertisement, notification, are available on MBDA's Website. <https://www.mbda.gov.in>

1. Position:

Sl. No.	Position	Qualifications, Experiences & Skills Required	Monthly Emolument
1.1	Executive Associate (Senior Manager/ Manager)	<p>Qualification: Graduate or Post Graduate in any discipline.</p> <p>Experience Required:</p> <p>I) For Senior Manager - Minimum 6 years of proven working experience in the role of Executive Assistant/ Personal Secretary or similar role with senior level positions. Experience in liasoning with different State Government department and Government of India.</p> <p>II) For Manager - Minimum 5 years of proven working experience in the role of Executive Assistant/ Personal Secretary or similar role with senior level positions. Experience in liasoning with different State Government department and Government of India.</p> <p>Skills Required:</p> <p>i) Excellent Communication Skills both in written & verbal and Strong Interpersonal skills.</p> <p>ii) Excellent knowledge in overall package of MS Office and also having familiarity in Office gadgets and applications</p> <p>iii) Good in planning, organizing and executing the day to day work</p> <p>iv) In depth knowledge of office management as well as technical vocabulary of the State Government Administrative Rules.</p> <p>v) Experience in content management, copywriting skills, taking dictations etc.</p> <p>vi) Ability to deliver creative content (text, image and video)</p> <p>vii) Excellent analytical and multitasking skills</p> <p>viii) Integrity and Confidentiality.</p> <p>Requirement:</p> <p>i) Should be hardworking and flexible in working hours</p> <p>ii) Should be fluent in local languages (Khasi/ Garo)</p>	Rs. 46,800/- (For Senior Manager)/ Rs. 39,000/- (For Manager)

2. For applying the above positions; candidates has to fill the 'Application Form' from the following link;

<https://forms.gle/VTDSQNRykrK2nexR9>

3. All applications should be submitted through online mode only. No other mode of applications will be entertained.

4. For detail information about the positions are made available on MBDA's website <https://www.mbda.gov.in>

5. Last date for receipt of applications is 29th May 2023 (upto 05:00PM) and applications received after the last date will not be considered.

Sd/-

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



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

NOTIFICATION

No. MBDA/ MBMA -4 (Vol – VII)/ 2013/ 1482

Dated Shillong, 18th May 2023

The Meghalaya Basin Management Agency (MBMA) invites online applications from eligible candidate in prescribed format to fill up the following position on a contractual basis to be posted at Shillong. The detailed information's regarding the application form link, advertisement, notification, are available on MBDA's Website. <https://www.mbda.gov.in>

1. Position:

Sl. No.	Position	Qualifications, Experiences & Skills Required	No. of Vacancies	Monthly Emolument
1.1	Executive Associate (Senior Manager/ Manager)	<p>Qualification: Graduate or Post Graduate in any discipline.</p> <p>Experience Required:</p> <p>I) For Senior Manager - Minimum 6 years of proven working experience in the role of Executive Assistant/ Personal Secretary or similar role with senior level positions. Experience in liasoning with different State Government department and Government of India.</p> <p>II) For Manager - Minimum 5 years of proven working experience in the role of Executive Assistant/ Personal Secretary or similar role with senior level positions. Experience in liasoning with different State Government department and Government of India.</p> <p>Skills Required:</p> <p>i) Excellent Communication Skills both in written & verbal and Strong Interpersonal skills.</p> <p>ii) Excellent knowledge in overall package of MS Office and also having familiarity in Office gadgets and applications</p> <p>iii) Good in planning, organizing and executing the day to day work</p> <p>iv) In depth knowledge of office management as well as technical vocabulary of the State Government Administrative Rules.</p> <p>v) Experience in content management, copywriting skills, taking dictations etc.</p> <p>vi) Ability to deliver creative content (text, image and video)</p> <p>vii) Excellent analytical and multitasking skills</p> <p>viii) Integrity and Confidentiality.</p> <p>Requirement:</p> <p>i) Should be hardworking and flexible in working hours</p> <p>ii) Should be fluent in local languages (Khasi/ Garo)</p>	02 (Two)	Rs. 46,800/- (For Senior Manager)/ Rs. 39,000/- (For Manager)

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 How to Apply:

- 6.1. For applying the above positions; candidates has to fill the 'Application Form' from the following link:
<https://forms.gle/VTDSQNRykrK2nexR9>
- 6.2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
- 6.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 6.4. The above links are also made available on MBDA website, www.mbda.gov.in
- 6.5. Incomplete application shall not be entertained and is liable to be rejected.
- 6.6. Last date for receipt of applications is **29th May 2023** (upto 05:00PM) and applications received after the last date will not be considered.
- 6.7. 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 Selection Process:

- 7.1 There will be written test/ technical test and personal interview for all positions. Written test/Technical Test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 7.2 The Written Test/ Personal Interview may be held in Shillong only.

8 General Information:

- 8.1 The pre-requisite qualifications and experience are minimum 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.
- 8.2 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
- 8.3 MBDA 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.
- 8.4 In case of non-availability of suitable candidates with prescribed qualifications and experience, MBDA 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.
- 8.5 The number of vacancies indicated in the advertisement and notification is tentative. MBDA 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.
- 8.6 MBMA reserves the right to extend the closing date for receipt of applications. MBDA 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.
- 8.7 No TA/DA shall be paid for attending written test and interview.
- 8.8 Canvassing of any kind will render to disqualification.

8.9 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**