



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 (HR)/154/2021/1082

Dated Shillong, 9th November 2023

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

1. Positions:

Sl. No.	Positions	Desired Qualifications & Experiences	Monthly Emolument
1.1	Senior Manager (Funding)	<p>Desired Qualification: Bachelor's or Master degree in Commerce, Accountancy, and Financial Management, Economics, Statistics with minimum 50% marks or equivalent</p> <p>Desired Experience: Minimum 5 years of work experience at a Senior Level handling Project and Company Accounting.</p> <p>ii) Candidate should have varied and comprehensive experience in project & government accounting, funds management, financial report, audit preparation and financial strategy.</p> <p>iii) Experienced in liaising with auditors to ensure appropriate monitoring of the Organisation finances.</p> <p>Essential Skills:</p> <p>i) Good written and verbal communication preferably local language</p> <p>ii) Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously and ability to review and prioritize work independently and effectively.</p> <p>iii) Strong interpersonal skills and ability to establish working relations with various department and units within and outside the organization</p> <p>iv) Excellent Decision Making, Problem Solving, and negotiation Skills.</p> <p>Requirement:</p> <p>Ability to maintain a calm and positive attitude and to work productively with heavy workloads, competing priorities, complex problems and tight schedule</p>	Rs. 46,800/-
1.2	Manager (Social Media Communications)	<p>Desired Qualification: Bachelor's or Master degree in Mass Communications & Journalism, Literature, Marketing, Design or other related fields with relevant experience. Candidates with other disciplines but with exceptional demonstrated skills may also apply.</p> <p>Desired Experience: Minimum 5 years of social media management experience particularly in rural development and marginalised indigenous communities.</p> <p>ii) Hands on experience in content management</p> <p>iii) Experience with rural communications or outreach activities.</p> <p>Essential Skills:</p> <p>i) Excellent writing and editing skills in English with working knowledge of Khasi/ Pnar/ Garo.</p> <p>ii) Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously and demonstrated ability to review and prioritize work independently and effectively.</p> <p>iii) Strong interpersonal skills and stakeholder management</p> <p>iv) Technical Skills with/ understanding of basic website design (HTML, CSS), image/ video/ sound editing (Adobe Design Suite and the like)</p> <p>Requirement:</p> <p>Ability to maintain a calm and positive attitude and to work productively with heavy workloads, competing priorities, complex problems and tight schedule.</p>	Rs. 39,000/-

2 For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://forms.gle/6g3pehScgmpY6ACy7>

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

4. Last date for receipt of applications is **24th November 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



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NOTIFICATION

No. MBMA (HR)/154/2021/1083

Dated Shillong, 9th November 2023

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

1. Positions:

Sl. No.	Position	Desired Qualifications & Experiences	No. of Vacancy	Place of Posting	Monthly Emolument
1.1	Senior Manager (Funding)	<p>Desired Qualification: Bachelor's or Master degree in Commerce, Accountancy, and Financial Management, Economics, Statistics with minimum 50% marks or equivalent</p> <p>Desired Experience: Minimum 5 years of work experience at a Senior Level handling Project and Company Accounting.</p> <p>ii) Candidate should have varied and comprehensive experience in project & government accounting, funds management, financial report, audit preparation and financial strategy.</p> <p>iii) Experienced in liaisons with auditors to ensure appropriate monitoring of the Organisation finances.</p> <p>Essential Skills:</p> <p>i) Good written and verbal communication preferably local language</p> <p>ii) Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously and ability to review and prioritize work independently and effectively.</p> <p>iii) Strong interpersonal skills and ability to establish working relations with various department and units within and outside the organization</p> <p>iv) Excellent Decision Making, Problem Solving, and negotiation Skills.</p> <p>Requirement:</p> <p>Ability to maintain a calm and positive attitude and to work productively with heavy workloads, competing priorities, complex problems and tight schedule</p>	1	Headquarter Shillong	Rs. 46,800/-
1.2	Manager (Social Media Communications)	<p>Desired Qualification: Bachelor's or Master degree in Mass Communications & Journalism, Literature, Marketing, Design or other related fields with relevant experience. Candidates with other disciplines but with exceptional demonstrated skills may also apply.</p> <p>Desired Experience: Minimum 5 years of social media management experience particularly in rural development and marginalised indigenous communities.</p> <p>ii) Hands on experience in content management</p> <p>iii) Experience with rural communications or outreach activities.</p> <p>Essential Skills:</p> <p>i) Excellent writing and editing skills in English with working knowledge of Khasi/ Pnar/ Garo.</p> <p>ii) Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously and demonstrated ability to review and prioritize work independently and effectively.</p> <p>iii) Strong interpersonal skills and stakeholder management</p> <p>iv) Technical Skills with/ understanding of basic website design (HTML, CSS), image/ video/ sound editing (Adobe Design Suite and the like)</p> <p>Requirement:</p> <p>Ability to maintain a calm and positive attitude and to work productively with heavy workloads, competing priorities, complex problems and tight schedule.</p>	1	Headquarter Shillong	Rs. 39,000/-

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 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:**
 - 6.1 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.
 - 6.2 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. **How to Apply:** To apply for the above position, you can fill in the following online form:
 - 7.1 **For Applying Online;** link to online application form: <https://forms.gle/6g3pehScgmpY6ACy7>
 - 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
 - 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 submission of applications is **24th November 2023 (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.
- 7 **Selection Process:**
 - 8.1 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.
 - 8.2 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 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.

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