



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003
(Reg No. SR/MBDA – 4/11 OF 2011)
Phone: +91-364- 2522921/2522992
Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

ADVERTISEMENT

No.MBDA(HR)/831/2024/288

Dated, Shillong, 13th May, 2025

The Meghalaya Basin Development Authority (MBDA) is hiring the following position for the Bill & Melinda Gates Foundation (BMGF) project to be implemented under Meghalaya State Health Society. MBDA invites applications from eligible candidates to fill up the following positions on contractual basis.
The detailed information’s regarding the application form link, advertisement, notification, and the Terms of Reference are made available in MBDA’s website: <https://www.mbda.gov.in>

1. Position vacant under the State Health Systems Resource Center (SHSRC):

Sl. No.	Position	Qualifications/Experiences/Skills	Place of Posting	No. of Vacancy	Pay
1.1	Research Associate (SHSRC)	Qualifications: Post Graduate in fields such as public health, social work, development studies, sociology, gender studies, psychology, education, early childhood, statistics, economics, or any other relevant social science subject, from a recognized institution. Experience & Skills: - Graduate with over 02 years of relevant work experience involving field research, report writing, and/or data analysis can also apply. - Proven experience in working on health programs and with community institutions would be advantageous. - Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides,) - Ability to speak and write in any local language (Khasi, Garo or Pnar) is mandatory Link for submission of applications: https://tinyurl.com/rashsrc112 Link for TOR: https://tinyurl.com/torrashsrc	Shillong	01	Rs. 50,000/- per month

2. To apply for the positions listed above, please carefully review the Terms of Reference (TOR) provided. You can find the TOR link for the position: <https://tinyurl.com/torrashsrc>
3. For detailed information about the job advertisement, notifications which has the terms and conditions of recruitment and the Terms of Reference (TORs) for the positions mentioned above, please visit the MBDA website at <https://www.mbda.gov.in>.
4. The deadline for submitting applications is by 5:00 PM on 31st May, 2025.

Sd/-
General Manager
Human Resources
Meghalaya Basin Development Authority



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NOTIFICATION

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1. Position vacant under the State Health Systems Resource Center (SHSRC):

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2. **Essential Skills for the positions:** Strong written and verbal communication skills are essential, along with expertise in basic computer applications such as word processing, spreadsheets, and PowerPoint presentations. Additional skills required for each position are listed above. Proficiency in IT skills, including Microsoft Office and G Suite applications (Google Docs, Sheets, and Slides), is also necessary, particularly the ability to create impactful presentations.
3. **Age Limit:** Candidates for consultant positions must be below 60 years of age, while those applying for non-consultant positions should be up to 45 years old.
4. **Place of Posting:** Selected candidate shall be posted at the location mentioned above which will entails frequent travelling to the project sites.
5. **Remuneration:**
- 5.1. The monthly fees or emolument shall be as mentioned in the pay column or TOR.
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 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 SCEP to that effect.
6. **How to Apply:**
- 6.1. To apply for the positions listed above, please carefully review the Terms of Reference (TOR) provided for the role. You can find the TOR link for the position: <https://tinyurl.com/torrashsrc>
7. For detailed information about the job advertisement, notifications which has the terms and conditions of recruitment and the Terms of Reference (TORs) for the positions mentioned above, please visit the MBDA website at <https://www.mbda.gov.in>.
8. The deadline for submitting applications is by **5:00 PM on 31st May, 2025.**

9. Selection Process:

- 9.1. There will be written/technical test and personal interview for the positions. Written/Technical 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. MBDA 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. 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.
- 10.4. 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.
- 10.5. 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.
- 10.6. MBDA 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.
- 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, 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/-
General Manager
Human Resources
Meghalaya Basin Development Authority