



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)/ 2013/1287

Dated Shillong, 28th 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 detailed application form, advertisement and notification are available in MBDA's website <https://www.mbda.gov.in>

1. Positions:

Sl. No.	Position	Desired Qualifications & Experiences	Monthly Emolument
1.1	Senior Manager – Finance & Accounts	<p>Desired Qualification: Intermediate in CA/ IWCA/ MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management.</p> <p>Desired Experience:</p> <p>i) For Intermediate in CA/ IWCA - Minimum 05 years of experience</p> <p>ii) For MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management - Minimum 08 Years of experience in Finance, Accounts & Taxation related functions.</p> <p>1. Candidate having atleast 08 years of experience at a Senior Level handling Project and Company Accounting.</p> <p>2. Candidate should have varied and comprehensive experience in project & government accounting, funds management, accounting or financial management, financial report, audit preparation and financial strategy.</p> <p>3. Experienced of externally aided projects/ projects in rural development sector.</p> <p>4. Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication. • Strong Analytical and Negotiation Skills • Excellent Decision Making & Problem Solving Skills. • Computer skills like Word Processing, Spread Sheets and Power Point Presentation • Excellent management and leadership skills to motivate employees across the board • Financial skills particularly focusing on budget management and costs estimations. 	Rs.46,000/- (plus allowances as may be admissible)
1.2	Manager/ Deputy Manager - Procurement	<p>Desired Qualification: Bachelor's or Master degree in Commerce/ Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management 'OR'</p> <p>Candidates from other disciplines with relevant experience may also apply.</p> <p>Desired Experience:</p> <p>1. Candidate having at-least 03 years' experience in procurement and Contract Management in any external aided projects (IFAD, World Bank, JICA, ADB, etc) would be given preference.</p> <p>2. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services.</p> <p>3. Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process.</p> <p>4. Experience of working with any Central or State PSU or other similar Government organisation of public procurement system will be preferred</p> <p>5. Expertise in drafting and negotiating agreements with different kinds of procurement selection methods.</p> <p>6. Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication. • Strong Analytical and Negotiation Skills • Computer skills like Word Processing, Spread Sheets and Power Point Presentation • Financial skills particularly focusing on budget management and costs estimations. 	Rs.30,000/- (For Manager) & Rs.26,000 (For Deputy Manager) plus allowances as may be admissible

1.3	Assistant Manager/ Programme Associate - Procurement	<p>Desired Qualification: Bachelor's or Master degree in Commerce/ Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management 'OR'</p> <p>Candidates from other disciplines with relevant experience may also apply.</p> <p>Desired Experience:</p> <ol style="list-style-type: none"> 1. Candidate having at-least 02 years' experience in procurement and Contract Management in any external aided projects (IFAD, World Bank, JICA, ADB, etc) would be given preference. 2. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services. 3. Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process. 4. Experience of working with any Central or State PSU or other similar Government organisation of public procurement system will be preferred 5. Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc. <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication. • Strong Analytical and Negotiation Skills • Computer skills like Word Processing, Spread Sheets and Power Point Presentation • Financial skills particularly focusing on budget management and costs estimations 	Rs.24,000/- (For Assistant Manager) & Rs.17,000/- (For Programme Associate) plus allowances as may be admissible
1.4	Assistant Manager – Knowledge Management	<p>Desired Qualification : Graduate or Post Graduate in Mass Communication, Journalism, Services Marketing, Development Studies</p> <p>Desired Experience : 3 years experience in knowledge management or similar fields, working with rural and marginalized indigenous communities</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good verbal and communication skill • Exceptional writing and editing skills • Creative acumen with working knowledge of photography, video development, editing, business and creative writing and working knowledge of MS office <p>Requirement :The work will entail frequent travelling to the project clusters/villages, extra hours, working late nights and working on holidays.</p>	Rs.24,000/- plus allowances as may be admissible
1.5	Programme Associate – Media Development	<p>Desired Qualification: BSc/MSc Preferably in subjects related to Mass Media, Film making and Photography. However, for candidates with exceptional and proven skills these criteria may be relaxed</p> <p>Desired Experience: 2 years in Videography and photography</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Photography and videography Skills • Journalistic acumen • Ability to work independently and proactively • Creative and an eye for details • Ability to write high quality scripts independently • Ability to use various photography and videography equipment • Excellent knowledge and skill in using Photo and Video editing software • Knowledge of any of the local languages <p>Requirement: The work will entail frequent travelling to the project clusters/villages, extra hours, working late nights and working on holidays.</p>	Rs.17,000/- plus allowances as may be admissible

2. 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 Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong.**

3. The above position are on contractual basis. Details about the pre-requisite qualifications and experience for the above positions may be seen in the notification.

4. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

5. For Mode of Submission of Application and other detailed information, please see the notification **Sl. No. 8**

6. Last Date for submission of application is **14th February 2022 (upto 5:00 PM)**. Application received after the last date will be not be entertained and MBDA will not be responsible for any kind of postal loss or transit delay.

Sd/-
Executive Director
Meghalaya Basin Management Agency



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NOTIFICATION

No. MBDA/ MBMA – 4 (Vol – VII)/ 2013/1288

Dated Shillong, 28th 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 detailed application form, advertisement and notification are available in MBMA'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 – Finance & Accounts	<p>Desired Qualification: Intermediate in CA/ IWCA/ MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management.</p> <p>Desired Experience:</p> <p>i) For Intermediate in CA/ IWCA - Minimum 05 years of experience</p> <p>ii) For MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management - Minimum 08 Years of experience in Finance, Accounts & Taxation related functions.</p> <ol style="list-style-type: none"> Candidate having atleast 08 years of experience at a Senior Level handling Project and Company Accounting. Candidate should have varied and comprehensive experience in project & government accounting, funds management, accounting or financial management, financial report, audit preparation and financial strategy. Experienced of externally aided projects/ projects in rural development sector. Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers. <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication. • Strong Analytical and Negotiation Skills • Excellent Decision Making & Problem Solving Skills. • Computer skills like Word Processing, Spread Sheets and Power Point Presentation • Excellent management and leadership skills to motivate employees across the board • Financial skills particularly focusing on budget management and costs estimations. 	01 (one)	Shillong	Rs.46,000/- (plus allowances as may be admissible)
1.2	Manager/ Deputy Manager - Procurement	<p>Desired Qualification: Bachelor's or Master degree in Commerce/ Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management 'OR' Candidates from other disciplines with relevant experience may also apply.</p> <p>Desired Experience:</p> <ol style="list-style-type: none"> Candidate having at-least 03 years' experience in procurement and Contract Management in any external aided projects (IFAD, World Bank, JICA, ADB, etc) would be given preference. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services. Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process. Experience of working with any Central or State PSU or other similar Government organisation of public procurement system will be preferred Expertise in drafting and negotiating agreements with different kinds of procurement selection methods. Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc. 	01 (one)	Shillong	Rs.30,000/- (For Manager) & Rs.26,000 (For Deputy Manager) plus allowances as may be admissible

		<p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication. • Strong Analytical and Negotiation Skills • Computer skills like Word Processing, Spread Sheets and Power Point Presentation • Financial skills particularly focusing on budget management and costs estimations. 			
1.3	Assistant Manager/ Programme Associate - Procurement	<p>Desired Qualification: Bachelor's or Master degree in Commerce/ Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management 'OR' Candidates from other disciplines with relevant experience may also apply.</p> <p>Desired Experience:</p> <ol style="list-style-type: none"> 1. Candidate having at-least 02 years' experience in procurement and Contract Management in any external aided projects (IFAD, World Bank, JICA, ADB, etc) would be given preference. 2. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and Services. 3. Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of various kinds of contracts, bid/proposal evaluation and negotiation process. 4. Experience of working with any Central or State PSU or other similar Government organisation of public procurement system will be preferred 5. Sound knowledge and experience of management of various types of contracts like items rate, consultancy contracts, etc. <p>Essential Skills:</p> <ul style="list-style-type: none"> • Good written and verbal communication. • Strong Analytical and Negotiation Skills • Computer skills like Word Processing, Spread Sheets and Power Point Presentation. • Financial skills particularly focusing on budget management and costs estimations 	01 (one)	Shillong	Rs.24,000/- (For Assistant Manager) & Rs.17,000/- (For Programme Associate) (plus allowances as may be admissible)
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1.5	Programme Associate – Media Development	<p>Desired Qualification: BSc/MSc Preferably in subjects related to Mass Media, Film making and Photography. However, for candidates with exceptional and proven skills these criteria may be relaxed</p> <p>Desired Experience: 2 years in Videography and photography</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Photography and videography Skills • Journalistic acumen • Ability to work independently and proactively • Creative and an eye for details • Ability to write high quality scripts independently • Ability to use various photography and videography equipment • Excellent knowledge and skill in using Photo and Video editing software • Knowledge of any of the local languages <p>Requirement :The work will entail frequent travelling to the project clusters/villages, extra hours, working late nights and working on holidays.</p>	02 (Two)	Shillong	Rs.17,000/- (plus allowances as may be admissible)

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. 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 **14th February 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.

Sd/-
Executive Director
Meghalaya Basin Management Agency