

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.	Position	Desired Qualifications & Experiences	Monthly
No.			Emolument
1.1	Senior Manager – Finance & Accounts	Desired Qualification: Intermediate in CA/ IWCA/ MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management. Desired Experience: i) For Intermediate in CA/ IWCA - Minimum 05 years of experience 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. 1. Candidate having atleast 08 years of experience at a Senior Level handling Project and Company Accounting. 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. 3. Experienced of externally aided projects/ projects in rural development sector. 4. Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers. Essential Skills: 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	 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. Desired Experience: 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. Essential Skills: 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

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1.3	Assistant	Desired Qualification: Bachelor's or Master degree in Commerce/ Purchase/ Material Management/	Rs.24,000/-
	Manager/	Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management 'OR'	(For Assistant
	Programme	Candidates from other disciplines with relevant experience may also apply.	
	Associate -	Desired Experience:	Manager) &
	Procurement	1. Candidate having at-least 02 years' experience in procurement and Contract Management in any	Rs.17,000/-
		external aided projects (IFAD, World Bank, JICA, ADB, etc) would be given preference.	(For
		2. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR	Programme
		2017) guidelines of procurement of Goods, Works and Services.	Associate)
		3. Sound knowledge of preparation of EOI, RFP, RFQ, BID document, contract agreement of	plus
		various kinds of contracts, bid/proposal evaluation and negotiation process.	allowances
		4. Experience of working with any Central or State PSU or other similar Government organisation	as may be
		of public procurement system will be preferred	admissible
		5. Sound knowledge and experience of management of various types of contracts like items rate,	
		consultancy contracts, etc.	
		Essential Skills:	
		Good written and verbal communication. Grant And Andrew 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	
1.4	Assistant	Desired Qualification: Graduate or Post Graduate in Mass Communication, Journalism, Services	Rs.24,000/-
	Manager –	Marketing, Development Studies	plus
	Knowledge	Desired Experience : 3 years experience in knowledge management or similar fields, working with	allowances
	Management	rural and marginalized indigenous communities	as may be
		Essential Skills:	admissible
		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	
		Requirement : The work will entail frequent travelling to the project clusters/villages, extra hours,	
		working late nights and working on holidays.	
1.5	Programme	Desired Qualification: BSc/MSc Preferably in subjects related to Mass Media, Film making and	Rs.17,000/-
	Associate –	Photography. However, for candidates with exceptional and proven skills these criteria may be relaxed	plus
	Media	Desired Experience: 2 years in Videography and photography	allowances
	Development	Essential Skills:	as may be
		Photography and videography Skills	admissible
		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	
		Requirement: The work will entail frequent travelling to the project clusters/villages, extra hours,	
		working late nights and working on holidays.	
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- 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 <u>14th February 2022 (upto 5:00 PM</u>). 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.	Position	Desired Qualifications & Experiences	No. of	Place of	Monthly
No.	1 osition	Desired Qualifications & Experiences	Vacancy	Posting	Emolument
1.1	Senior	Desired Qualification: Intermediate in CA/ IWCA/ MBA in Finance	01	Shillong	Rs.46,000/-
	Manager –	Bachelor's or Master's degree in Commerce/ Business and Financial	(one)		(plus
	Finance &	Management.			allowances
	Accounts	Desired Experience:			as may be
		i) For Intermediate in CA/IWCA - Minimum 05 years of experience			admissible)
		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.			
		1. Candidate having atleast 08 years of experience at a Senior Level handling Project and Company Accounting.			
		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.			
		3. Experienced of externally aided projects/ projects in rural development			
		sector.			
		4. Demonstrated success in managing multiple projects and maintaining			
		strong relationships with project clients and co-workers.			
		Essential Skills:			
		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			
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1.2	Manager/	Desired Qualification: Bachelor's or Master degree in Commerce/ Purchase/	01	Shillong	Rs.30,000/-
	Deputy Manager -	Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management 'OR' Candidates from other disciplines	(one)		(For
	Procurement	with relevant experience may also apply.			Manager) &
	Trocurcinent	Desired Experience:			Rs.26,000
		1. Candidate having at-least 03 years' experience in procurement and Contract			(For Deputy
		Management in any external aided projects (IFAD, World Bank, JICA, ADB,			Manager)
		etc) would be given preference.			plus
		2. Candidate shall be conversant with the prevailing State and/or Government			allowances
		Financial Rules (GFR 2017) guidelines of procurement of Goods, Works and			as may be
		Services.			admissible
		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. Expertise in drafting and negotiating agreements with different kinds of			
		procurement selection methods.			
		6. Sound knowledge and experience of management of various types of contracts			
		like items rate, consultancy contracts, etc.	<u> </u>		

Essential Skills: 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. Desired Qualification: Bachelor's or Master degree in Commerce/ Purchase/ Mareial Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management 'OR' Candidates from other disciplines with relevant experience may also apply. Desired Experience: 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. Essential Skills: 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 1.4 Assistant Manager – Knowledge Management or Strong Analytical and marginalized indigenous communities Essential Skills: SwCH Ballowan School Processing Spread Sheets and Power Point Presentation. Journalism, Services Marketing, Development Studies Desired Experience: 3 years experience in knowledge management or similar fields, working with rural and marginalized indigenous communities Essential Skills:	
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 Supply Chain/ Inventory & Logistics/ Business and Financial Management 'OR' Candidates from other disciplines with relevant experience may also apply. Desired Experience: 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. Essential Skills: • Good written and verbal communication. • Strong Analytical and Negotiation Skills • Computer skills like Word Processing, Spread Sheets and Power Point Presentation. 1.4 Assistant Manager Knowledge Management Manager Formal skills particularly focusing on budget management and costs estimations 1.4 Dournalism, Services Marketing, Development Studies Desired Qualification: Graduate or Post Graduate in Mass Communication, John SWKH (plu allowar samagement) and processing samagement or similar fields, working with rural and marginalized indigenous communities Essential Skills:	
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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. Essential Skills: 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 Desired Qualification: Graduate or Post Graduate in Mass Communication, Journalism, Services Marketing, Development Studies Management Desired Experience: 3 years experience in knowledge management or similar fields, working with rural and marginalized indigenous communities Essential Skills: Good written and experience of management of various types of contracts like items rate, consultance of management and costs estimation. EKH Rs.24,0 (Six) RB alloward as may fields, working with rural and marginalized indigenous communities ESSENTIAL SWIGH RB alloward as may estimate a strong and provided as may estimate a strong and provided as may estimate a strong and provided as may as may estimate a strong and provided as may estimate a	
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Manager – Knowledge Management Studies Desired Experience: 3 years experience in knowledge management or similar fields, working with rural and marginalized indigenous communities Essential Skills: Manager – Knowledge Desired Experience: 3 years experience in knowledge management or similar alloward alloward as may experience. SWKH RB SWGH SWG	00/
Knowledge Management M	
Management fields, working with rural and marginalized indigenous communities SWGH as may expression as may expression as may expression.	
Essential Skills:	
LCU administration	
Good verbal and communication skill Good verbal and communication skill	ble)
Exceptional writing and editing skills SGH	
Creative acumen with working knowledge of photography, video	
development, editing, business and creative writing and working knowledge	
of MS office	
Requirement : The work will entail frequent travelling to the project	
clusters/villages, extra hours, working late nights and working on holidays.	
	00.1
1.5 Programme Desired Qualification: BSc/MSc Preferably in subjects related to Mass Media, 02 Shillong Rs.17,0	
Associate – Film making and Photography. However, for candidates with exceptional and proven skills these criteria may be relaxed (Two)	
Development Desired Experience: 2 years in Videography and photography	
Essential Skills:	
Photography and videography Skills admissi	ble)
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	
Requirement : The work will entail frequent travelling to the project	
clusters/villages, extra hours, working late nights and working on holidays.	
2 Essential Skills for the positions: Good written and verbal communication. Expert in basic computer knowledge like W	

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 <u>14th February 2022</u> (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