



# MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

HQR: SHILLONG



Ph: 0364-2522921/2522992

Fax: 0364-2522921

Email: [mbdashillong@gmail.com](mailto:mbdashillong@gmail.com)

## ADVERTISEMENT

MBDA - 4/2013/631

Dated, Shillong, the <sup>30<sup>th</sup></sup> September 2015

The Meghalaya Basin Management Agency (MBMA) implements the State's Flagship Programme - the Integrated Basin Development and Livelihood Promotion Programme (IBDLP). The Meghalaya - Livelihood & Access to Markets Project (Megha - LAMP), an externally Aided Project (EAP) is an integral part of IBDLP with MBMA as the implementing agency. MBMA invited applications in prescribed form, from eligible candidates for the following Contractual Posts:

Sl No.	Name of Post	Experience	Pre - requisite Qualifications	Locations	Monthly Emolument
1.1	District Project Manager	5 (Five) to 8 (Eight) Years of experience in a supervisory capacity in implementation of rural development project management/ business management/ rural livelihood implementation/ social entrepreneurship / value chain/ agribusiness development.	Post Graduate/ Graduate in any discipline with Professional Qualification (BE/B Tech/BSW/BBM etc). Preference will be given to candidate with Post Graduate in Social Science or related discipline. Good knowledge of budgeting and financial analysis, management of Staff/ Project/ Documentation and proficient in computer based software/ MS Package will be preferred.	EJH	30000/-
1.2	Senior Manager (Monitoring, Evaluation & Planning)	8 (Eight) Years of experience in Supervisory Capacity in monitoring, evaluation and planning, developing/ designing monitoring & evaluation systems to capture, record and interpret information to measure performance and progress, work in a supervisory role in rural development sector.	Graduate/ Post Graduate in any discipline. Preference will be given to candidates with experience in monitoring & evaluation and planning in project implementation and proficient in computer based spreadsheets/ MS Package.	Shillong	30000/-
1.3	Manager (Training)	5 (Five) Years of experience in designing and conducting trainings/ capacity building/ exposure visit programmes on livelihoods and enterprise promotion/ financial literacy in the rural development sector.	Graduate/ Post Graduate in any discipline. Preference will be given to candidates with academic qualifications or long term training in rural development/ training management/ documentation	<ul style="list-style-type: none"> <li>EKH</li> <li>NGH</li> <li>WGH</li> <li>SWGH</li> <li>EGH</li> </ul>	25000/-
1.4	Assistant Manager/Programme Associate(Agriculture Engineering)	3 (Three) Years of experience for Assistant Manager and 1-2 Years for Programme Associate in Natural Resource Conservation involving engineering structures/Rural Development Projects involving conservation structures and practices.	<ul style="list-style-type: none"> <li>✓ Graduate/Post Graduate in Agriculture Engineering/Bsc. (Agriculture)/Bsc. (Forestry)</li> <li>✓ Personnel who have superannuated from Government from Soil &amp; Water Conservation/ Agriculture/ Horticulture Departments and have relevant expertise may also apply.</li> </ul>	<ul style="list-style-type: none"> <li>EKH</li> <li>WKH</li> <li>SWKH</li> <li>RB</li> <li>NGH</li> <li>WGH</li> <li>SWGH</li> <li>EGH</li> <li>SGH</li> </ul>	20000/- (For Assistant Manager) 12000/15000/17000/- for Programme associate (As per Educational Qualification)

1.5	Programme Associate (Field Monitoring)	Minimum 1-2 Years Work experience in field operation, especially in rural areas and villages. Experience of Livelihoods/ enterprises or rural development projects	Graduate / Post Graduate in Rural Development, Commerce, Economics, Computer Science or in a relevant Social Science.	<ul style="list-style-type: none"> <li>• WKH</li> <li>• SWKH</li> <li>• EKH</li> <li>• RB</li> <li>• NGH</li> <li>• EGH</li> <li>• WGH</li> <li>• SWGH</li> <li>• SGH</li> </ul>	12000/15000/17000 As per Educational Qualifications
1.6	Administrative Associate (Finance & Accounts)	<ul style="list-style-type: none"> <li>✓ 2 (Two) Years of experience in handling accounts in commercial organisations/ development projects / organisations implementing projects in development sector as partner agencies.</li> <li>✓ For Professionally Qualified Candidates (CA/ CMA/ CS (Intermediate), 1 (One ) Year of Post Qualification experience is required.</li> <li>✓ In case of exceptionally deserving Candidates a relaxation of upto 6 months in experience may be allowed.</li> </ul>	✓ Graduate / Post Graduate in Commerce / Accounts or Graduate in any discipline with a PG Diploma in accounts/ Book keeping. Candidates must be familiar with computerised accounting.	<ul style="list-style-type: none"> <li>• SWGH</li> <li>• EGH</li> <li>• WKH</li> </ul>	12000/15000/17000 As per Educational Qualifications

1. Notification and prescribed application form can be downloaded from the website, [www.mbda.gov.in](http://www.mbda.gov.in) or can be obtained free of cost from any of the Office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) district headquarters.
2. All positions are being offered on contract. Details in this regard may be seen in the notification.
3. Application forms duly filled along with credentials can be submitted at the Office of Deputy Commissioner & Chairman, Basin Development Unit, EKH District, Shillong and WGH District, Tura respectively up to 5:00 PM on 9<sup>th</sup> November, 2015, the last date for submission of application. One passport size photograph should be submitted along with the application form along with all relevant credentials. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.



Deputy Chief Executive Officer  
Meghalaya Basin Management Agency  
Meghalaya State Housing Financing Cooperative Society Ltd. Campus  
Nongrim Hills, Shillong – 793003, Tel No. 0364-2522921/2522992





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## NOTIFICATION

MBDA - 4/2013/632

Dated, Shillong, the 30<sup>th</sup> September 2015

The Meghalaya Basin Management Agency (MBMA) implements the State's Flagship Programme – the Integrated Basin Development and Livelihood Promotion Programme (IBDLP). The Meghalaya – Livelihood & Access to Markets Project (Megha – LAMP), an externally Aided Project (EAP) is an integral part of IBDLP with MBMA as the implementing agency. MBMA invited applications in prescribed form, from eligible candidates for the following Contractual Posts:

1.Post

Sl No	Name of Post	Experience	Pre – requisite Qualifications	Locations	Monthly Emolument
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1.6	Administrative Associate (Finance & Accounts)	<ul style="list-style-type: none"> <li>✓ 2 (Two) Years of experience in handling accounts in commercial organisations/ development projects / organisations implementing projects in development sector as partner agencies.</li> <li>✓ For Professionally Qualified Candidates (CA/ CMA/ CS (Intermediate), 1 (One ) Year of Post Qualification experience is required.</li> <li>✓ In case of exceptionally deserving Candidates a relaxation of upto 6 months in experience may be allowed.</li> </ul>	✓ Graduate / Post Graduate in Commerce / Accounts or Graduate in any discipline with a PG Diploma in accounts/ Book keeping. Candidates must be familiar with computerised accounting.	<ul style="list-style-type: none"> <li>• SWGH</li> <li>• EGH</li> <li>• WKH</li> </ul>	12000/15000/17000 As per Educational Qualifications

## 2. Essential Skills:

**2.1** Good communication skills, written and oral as well as familiarity with Word Processing, Spread Sheets and Presentation software are essential for the position.

**3. Age Limit:** 21 to 45 years as on 01-01-2015. Upper age limit may be relaxed by 5 years for exceptional deserving candidates. No age limit in case of retired person who are qualified for the post at SI.I.4

## 4. Place of Posting:

**4.1** Selected candidates for the posts shall be posted at the location mentioned against the post .

**4.2** Candidates can indicate their choices for the place of Posting (Name of the Districts). Attempts will be made to post the selected candidates as per their choices subject to availability of vacancies and their rank in the select list.

## 5. Remuneration:

**5.1** The monthly emolument mentioned above is a consolidated amount.

**5.2** House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

**6.** Experience certificate from previous employer(s) clearly stating nature of duties performed including research experience, should be attached along with the application.

**7.** Staff already working with MBDA/MBMA and BRDC, who are otherwise eligible, can also apply. Their applications must be routed through their reporting officer.



**8. Period of Contract:**

**8.1** Selected candidates shall be given a one year contract. The contract may be renewed subject to the satisfaction of MBMA and continuance of the project. 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 candidates with the **MBMA** to that effect.

**9. Prescribed Application Form:**

**9.1** Prescribed application form can be downloaded from MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in) or can be obtained free of cost from any of the office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) district headquarters.

**10 Submission of Application Form:**

**10.1** Application forms duly filled along with credentials can be submitted at the Office of Deputy Commissioner & Chairman, Basin Development Unit, EKH District, Shillong and WGH District, Tura respectively up to 5:00 PM on 2<sup>nd</sup> November 2015, the last date for submission of application. One passport size photograph should be submitted along with the application form along with all relevant credentials. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.

**10.2 Online Submission:** Scanned copies of the duly filled application form and annexure may be submitted to [recruitmentmbda@gmail.com](mailto:recruitmentmbda@gmail.com) clearly indicating application name of the position in the subject line. Hard copies may be sent by post / courier thereafter addressed to Human Resource Section, **Meghalaya Basin Management Agency (MBMA)**, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills – 793003. Each application would be acknowledged and only this acknowledgement will constitute proof of submission.

**11 Format of the Selection Process:**

**11.1** List of the shortlisted candidates shall be displayed in the MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in).

**11.2** The date, time and venue will be communicated to the candidate via Phone or E-mail. Candidates are advised to clearly indicate their contact number and E-mail address to facilitate faster communication.

**11.3** MBMA reserves the right to conduct any additional test at any time during the recruitment process.

**11.4** The Interview for the post at Sl.1.6 may be conducted either at Tura or Shillong.

**12** No TA/DA shall be paid for attending written test and interview.



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## PREScribed APPLICATION FORM

1. Name of the Candidate : \_\_\_\_\_

2. Permanent Address : \_\_\_\_\_

3. Date of Birth and Age as on 01.10.2015 : \_\_\_\_\_

4. Name of the post being applied for:

Paste recent  
passport size  
photograph

Sl no	Name of Post	Location	Tick only one
1	District Project Manager		
2	Senior Manager (Monitoring, Evaluation & Planning)		
3	Manager (Training)		
4	Assistant Manager / Programme Associate (Agriculture Engineering)		
5	Programme Associate (Field Monitoring)		
6	Administrative Associate (Finance & Accounts)		

5. Employment Record (starting with current / last employment):

Name of the Employer	Period of Employment		Designation	Nature of work
	From:	To:		

6. Pre-requisite qualifications for the post (starting from the highest degree obtained):

Examination Passed	Duration of the course		Name of the College / University	Grade / Division	% of marks obtained
	From:	To:			



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7. Any other qualification (*diploma course, training attended, computer course, etc.*):

Name of the Course/Training	Name of the institution	Duration of the course		Grade/Division
		From:	To:	

8. Relevant experience for the post being applied for :

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9. Address for Communication:

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10. Contact details:

- I. E-mail ID : \_\_\_\_\_
- II. Mobile : \_\_\_\_\_
- III. Telephone Number : \_\_\_\_\_

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if any information is found to be false / misleading, I may be liable to be disqualified from the recruitment process.

Dated : \_\_\_\_\_

Place : \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Candidate)