



# 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](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

## ADVERTISEMENT

No. MBDA/MBMA -4/Vol-VII/2013/1362

Dated Shillong, 10<sup>th</sup> August, 2022

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidates to fill up the following positions on contractual basis to be posted at **Shillong**. The detailed information's regarding the application form link, advertisement, notification, and the Terms of Reference are available on MBDA's website: <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Positions	Desired Qualifications and Experiences	Monthly Emolument
1.1	Manage (HR Training & Development)	<p><b>Desired Qualification:</b> Post Graduate in Human Resource Management, Personnel Management, Psychology or related disciplines specialized in organizational development and training.</p> <p><b>Desired Experience &amp; Skills:</b> Minimum 5 (five) years of comprehensive experience in designing, developing and implementing innovative learning and development programs that supports full employment lifecycle, including on boarding, career development, wellness, succession planning, and management and leadership development.</p> <ul style="list-style-type: none"> <li>• Confident in public speaking and presenting information and training to large and small groups.</li> <li>• Sound in training and development principles, practices, methods, and procedures;</li> <li>• Expert in designing principles and best practices for effective online learning/training media use and learner engagement</li> <li>• Exercise of good judgment in decision-making;</li> <li>• Development of positive and collegial working relationships;</li> <li>• Conducting needs assessments and developing recommendations to meet those needs;</li> <li>• Communicating technical concepts and ideas to non-technical individuals;</li> <li>• Effective oral and written communication of policies, procedures, etc.</li> <li>• Ability communicate to a variety of audiences and work independently and as part of a team.</li> <li>• Microsoft Office applications such as PowerPoint, Word, and Excel.</li> </ul> <p><b>Requirement:</b> Apart from the filled application form &amp; CV, a Training &amp; Development Proposal (maximum 500 words) is a must with specific focus on employee need based. The proposal must include the purpose of the training, its relevance to the organization and its review, etc.</p>	Rs.40,000/- plus allowances
1.2	Assistant Manager (Payroll)	<p><b>Desired Qualification:</b> Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management &amp; Industrial Relations or any related disciplines.</p> <p><b>Desired Experience &amp; Skills:</b> Minimum 03 (three) years of proven working experience as Payroll Executive having extensive knowledge in payroll management including EPF processing with sound knowledge in statutory compliances.</p>	Rs.27,000/- plus allowances

		<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.</li> <li>• Excellent organizational skills and attention to detail.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Proficient with Microsoft Office Suite or related software.</li> </ul>	
1.3	Programme Associate (HR)	<p><b>Desired Qualification:</b> Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management &amp; Industrial Relations or any related disciplines.</p> <p><b>Desired Experience &amp; Skills:</b> At least one year of working experience in HR administrative functions with sound knowledge.</p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.</li> <li>• Excellent organizational skills and attention to detail.</li> <li>• Proficient with Microsoft Office Suite or related software.</li> <li>• Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.</li> </ul>	Rs.17,000/- plus allowances

2. For applying the above positions; candidates has to fill the '**Application Form**' from the following link; <https://tinyurl.com/mbdahr>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
5. Last date for receipt of applications is **25<sup>th</sup> August, 2022 (upto 05:00PM)** and applications received after the last date will not be considered.

*Sd/-*  
**Executive Director**  
**Meghalaya Basin Development Authority**



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## NOTIFICATION

No. MBDA/MBMA -4/Vol-VII/2013/1363

Dated Shillong, 10<sup>th</sup> August, 2022

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

### 1. Positions:

Sl. No.	Positions	Desired Qualifications and Experiences	Monthly Emolument	No. of Vacancy	Place of Posting
1.1	Manage (HR Training & Development)	<p><b>Desired Qualification:</b> Post Graduate in Human Resource Management, Personnel Management, Psychology or related disciplines specialized in organizational development and training.</p> <p><b>Desired Experience &amp; Skills:</b> Minimum 5 (five) years of comprehensive experience in designing, developing and implementing innovative learning and development programs that supports full employment lifecycle, including on boarding, career development, wellness, succession planning, and management and leadership development.</p> <ul style="list-style-type: none"> <li>• Confident in public speaking and presenting information and training to large and small groups.</li> <li>• Sound in training and development principles, practices, methods, and procedures;</li> <li>• Expert in designing principles and best practices for effective online learning/training media use and learner engagement</li> <li>• Exercise of good judgment in decision-making;</li> <li>• Development of positive and collegial working relationships;</li> <li>• Conducting needs assessments and developing recommendations to meet those needs;</li> <li>• Communicating technical concepts and ideas to non-technical individuals;</li> <li>• Effective oral and written communication of policies, procedures, etc.</li> <li>• Ability communicate to a variety of audiences and work independently and as part of a team.</li> <li>• Microsoft Office applications such as PowerPoint, Word, and Excel.</li> </ul> <p><b>Requirement:</b> Apart from the filled application form &amp; CV, a Training &amp; Development Proposal (maximum 500 words) is a must with specific focus on employee need based. The proposal must include the purpose of the training, its relevance to the organization and its review, etc.</p>	Rs.40,000/ - plus allowances	01	Shillong
1.2	Assistant Manager (Payroll)	<p><b>Desired Qualification:</b> Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management &amp; Industrial Relations or any related disciplines.</p> <p><b>Desired Experience &amp; Skills:</b> Minimum 03 (three) years of proven</p>	Rs.27,000/ - plus allowances	01	Shillong

		<p>working experience as Payroll Executive having extensive knowledge in payroll management including EPF processing with sound knowledge in statutory compliances.</p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.</li> <li>• Excellent organizational skills and attention to detail.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Proficient with Microsoft Office Suite or related software.</li> </ul>			
1.3	Programme Associate (HR)	<p><b>Desired Qualification:</b> Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management &amp; Industrial Relations or any related disciplines.</p> <p><b>Desired Experience &amp; Skills:</b> At least one year of working experience in HR administrative functions with sound knowledge in Recruitment, Performance Management, Time Office Management, Payroll, Data Management etc.</p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.</li> <li>• Excellent organizational skills and attention to detail.</li> <li>• Proficient with Microsoft Office Suite or related software.</li> <li>• Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.</li> </ul>	Rs.17,000/- plus allowances	01	Shillong

**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:**

**7.1.** For applying the above positions; candidates has to fill the '**Application Form**' from the following link; <https://tinyurl.com/mbdahr>

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

- 7.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 7.4. The above links are also made available on MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in)
- 7.5. Incomplete application shall not be entertained and is liable to be rejected.
- 7.6. Last date for receipt of applications is **25<sup>th</sup> August, 2022 (upto 05:00PM)** and applications received after the last date will not be considered.
- 7.7. 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. Selection Process:**

- 8.1. Training & Development Proposal for the employees of MBDA (maximum 500 words) stating the purpose of the training and its relevance to the organization and its review, etc. on the subject matter proposed is mandatory for the position of Manager (HR Training & Development) failing which the applications will be rejected.
- 8.2. 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.
- 8.3. 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](http://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.
- 9.10. All applications will be reviewed on rolling basis and the position will remain open until filled

*Sd/-*

**Executive Director  
Meghalaya Basin Management Agency**



# Terms of References:

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## Position: Manager (HR Training & Development)

### About the position:

The Human Resources Unit of Meghalaya Basin Development Authority is hiring Manager – HR Training & Development who will work closely with the entire HR Team to facilitate various HR training & development programs for the organization. The incumbent are expected designs, develops and delivers strategic employee learning and development programs including, but not limited to, management and leadership development, on boarding , and career development through various modalities including presentations to large or small groups, facilitate e-learning and interactive sessions, etc.

The main objectives of this position is to improve the productivity level of the employees by assessing company's wide developmental need to drive various training initiatives and identifies and arrange suitable training solutions for all level of employees. This will require the candidates who are excellent in research, creative designs and excellent in implementing effective methods to educate, enhance performance and recognize employee performances.

### Duties & Responsibilities:

1. Recommends, designs, develops and implements innovative learning and development programs that support the full employment lifecycle, including on-boarding (orientation & induction), career development, wellness, succession planning, and management and leadership development. Program development and delivery facilitated both on-line and in person.
2. Assesses needs, analyzes gaps, researches best practices, and partners with Human Resources team, project functional heads, and the management to identify, develop and implement successful and innovative learning and development programs.
3. Develops and implements program processes and procedures, maintains records and tracks outcomes.
4. Continually monitors and evaluates effectiveness of programs and makes needed adjustments.
5. Coordinates with all the district team in learning and development program activities including scheduling, event logistics and vendor relations.
6. Develops integrated talent/performance/learning reports, training calendar, and dashboards and ensure the data records are updated in the HRMIS.
7. Serves as the data custodian of the training & development records related matter.
8. Identifies, develops and offers training in the use of online resources and technologies to support organizational development.
9. Maintains technical expertise and knowledge of best practices in online educational trends, changes and developments, and service strategies.
10. Recommends new approaches, modifications or changes that will improve efficiency and/or effectiveness.
11. Performs other related duties as assigned to support overall organization and employee development initiatives.

## **Key Requirement:**

We are seeking someone who has the following attributes;

- Post Graduate in Human Resource Management, Personnel Management, Psychology or related disciplines specialized in organizational development and training.
- Minimum 5 (five) years of working experience in designing, developing and implementing innovative learning and development programs that supports full employment lifecycle, including on boarding, career development, wellness, succession planning, and management and leadership development.
- Confident in public speaking and presenting information and training to large and small groups.
- Sound in training and development principles, practices, methods, and procedures;
- Expert in designing principles and best practices for effective online learning/training media use and learner engagement
- Exercise of good judgment in decision-making;
- Development of positive and collegial working relationships;
- Conducting needs assessments and developing recommendations to meet those needs;
- Communicating technical concepts and ideas to non-technical individuals;
- Effective oral and written communication of policies, procedures, etc.
- Ability communicate to a variety of audiences and work independently and as part of a team.
- Microsoft Office applications such as PowerPoint, Word, and Excel;

**Salary:** You will be paid a monthly salary of Rs.40000 plus allowances.

## **Job Location:**

This position will be based at SPMU, Shillong, with **“frequent travelling to the districts DPMU/BPMU for conducting training need research and for delivering trainings”**.

# Terms of Reference

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## Assistant Manager - Payroll

The Human Resources Unit of Meghalaya Basin Development Authority is looking for a qualified payroll manager who will be responsible for tracking and managing the organizational payroll data. S(he) will be required to track or monitor employee attendance, work hours, prepare monthly compensation, EPF deductions & processing, and respond to employee queries about salary and deductions. To ensure success as a payroll manager, the incumbent is expected to have sound knowledge in basic financial accounting and payroll procedures including EPF, familiarity with labor legislations, and advanced computer skills. The payroll manager will oversee the organizational payroll functions; ensuring the accuracy and timeliness of payroll administration and reports, and in compliance with government regulations.

### **Duties & Responsibilities:**

1. Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, taxes, and other deductions.
2. Ensures accurate and timely processing of payroll updates including new hires, terminations, EPF deductions & processing, and changes in salary increments and others.
3. Prepares and maintains accurate records and reports of payroll transactions.
4. Responsible for HR MIS and Analytics regarding payroll and employee benefits with standardization of reports for better decision making.
5. Verification & Reconciliation of monthly payroll
6. Calculation and deposit of monthly liability of EPF, TDS, PT on salaries
7. Preparation & Submission of Quarterly and Annual TDS returns
8. Ensuring taxes comply with company and state regulations.
9. Preparing monthly payroll reports and salary payment statements.
10. Ensure monthly payroll provisions to Finance before 30<sup>th</sup> of every month.
11. Liaise and deal with insurance for yearly renewal, as well as administer compensation matters and claims and handle all insurance submission and follow-up on claims as and when the need arises.
12. Review and analyze staff welfare and benefits compensation on periodic basis, for Human Resource Manager to review.

### **Daily activities will involve but not limited to the following task;**

- Collecting daily, weekly, and monthly employee attendance sheet from all the respective BPMU/DPMU/SPMU and others.
- Calculating employee work hours, employee benefits and deductions.
- Preparing employee compensation checks for monthly payroll.
- Responding to employee questions about compensation, taxes, benefits, and deductions.
- Entering new employee data into the HRMIS Software.
- Handle day-to-day Human Resource administration.
- Performs other duties as assigned.

### **Key Requirements:**

We are seeking someone who has the following attributes;

- Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations or any related disciplines.



- Minimum 03 (three) years of proven working experience as Payroll Executive having extensive knowledge in payroll management including EPF processing with sound knowledge in statutory compliances.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Proficient with Microsoft Office Suite or related software.

**Salary:** You will be paid a monthly salary of Rs.27000 plus allowances.

**Job Location:**

This position will be based at SPMU, Shillong, with frequent travelling to the districts DPMU/BPMU for conducting attendance monitoring, EPF, and other compensation related matter as and when needed.

# Terms of Reference

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## Programme Associate (HR)

MBDA/MBMA is hiring a Programme Associate to join our Human Resources team and support and strengthen the HR administrative functions. Young and dynamic candidate having sound knowledge in HR functions like Recruitment, Performance Management, Time Office Management, Payroll, Data Management, etc. would be preferred.

### **Main Responsibilities:**

Your main responsibilities will include but not limited to the following;

- Assist with day to day operations of the HR functions and duties and provide administrative support to Human Resources Managers
- Compile and update employee records on a day to day basis.
- Deal with employee requests regarding human resources related matter in terms of issuing various important letters.
- Assist in payroll preparation by providing relevant data (attendance, leaves, resignation reports, etc)
- Coordinate communication with candidates and schedule interviews with the help of Recruitment Manager.
- Maintaining HRMIS data inputs and time to time updation of employee's information's.
- Performs other duties as assigned.

### **Key Requirements**

- Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations or any related disciplines.
- At least one year of working experience in HR administrative functions with sound knowledge.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

**Salary:** You will be paid a monthly salary of Rs.17000 plus allowances.

### **Job Location:**

This position will be based at SPMU, Shillong, with frequent travelling to the districts DPMU/BPMU for various HR activities as and when needed.