



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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INTERNAL JOB POSTING - LATERAL ENTRY

The Meghalaya Basin Management Agency (MBMA) is initiating a **Internal Job Posting - Lateral Entry Movement Process** to redeploy existing MLAMP Project Staff to the other ongoing and upcoming projects under MBDA/MBMA.

All MLAMP Contractual Staff of all Levels **Programme Associate (PA), Assistant Manager (AM), Deputy Manager (DM), Manager (M) and Senior Manager (SM)** posted at SPMU/ DPMU's / BPMU's are eligible and invited to apply for the following positions open for lateral entry movement.

POSITIONS OPEN FOR LATERAL ENTRY MOVEMENT

SL NO.	FUNCTIONAL AREA	LEVELS OF POSITION	PLACE OF POSTING	NO. OF VACANCIES
1.	Knowledge Management & Communications	Senior Manager/ Manager/ Assistant Manager/ Programme Associate	SPMU	06
2.	Procurement	Manager/ Assistant Manager/ Programme Associate	SPMU	05

QUALIFICATION (ROLE BASED)

Applicants must possess relevant qualifications in the respective domains, including but not limited to:

SL NO	POSITIONS	QUALIFICATION
1	Knowledge Management & Communications	Graduate or Post Graduate in English, Mass Communication & Journalism, Mass Media or any related field 'OR' Candidates from other disciplines with relevant experience may also apply.
2	Procurement	Graduate or Post Graduate in Commerce/ Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management

KEY SKILLS (COMMON ACROSS ROLES)

- Effective communication and reporting
- Ability to handle multiple tasks and field coordination
- Strong team orientation and problem-solving skills
- Proficiency in **MS Word, Excel and PowerPoint**
- Ability to coordinate with government, community institutions, and internal teams

TERMS & CONDITIONS:

Eligibility

1. The above positions are applicable to all MLAMP Staff, MBMA posted at SPMU/ DPMU's/ BPMU's.
2. **Employees may apply for positions outside their present functional area** as part of this lateral redeployment exercise, provided they meet the qualification and role-fit requirements of the post applied for.
3. As these positions will be filled through lateral entry (same-level movement), applicants must apply for roles at the same designation level as their current post. However, employees may apply across different functional areas, provided they possess the required qualifications and relevant work experience for the applied role.
4. **Final placement and designation level (PA / AM / DM / Manager / Senior Manager)** will be determined by MBMA based on:
 - the applicant's existing experience and role profile,
 - demonstrated performance and competence, and
 - the staffing requirements of the receiving project.
5. This Internal Job Posting is a lateral movement across projects and does not constitute a promotion. Accordingly, there will be no change in the employee's existing pay structure.
6. Selected staff may be required to **hold dual responsibilities during the transition period.**

Selection Process

- Shortlisting based on eligibility, submission of required documents and role fit
- There will be Written Test & Personal Interview for the shortlisted candidates.
- Personal Interview will be held only in Shillong.

How to Apply

- Eligible staff must apply through the **Online Application Form** with the following documents:
 - Updated Resume
 - Highest Qualifications Certificates
- **Application Link:** <https://mbda.jotform.com/260280918521960>
- **Last Date:** 17th of March 2026(up to 5:00 PM)
- Only online applications will be accepted.
- Incomplete application shall not be entertained and is liable to be rejected.



General Manager – Human Resources
Meghalaya Basin Management Agency