

## **ADVERTISEMENT**

**No. MBDA/MBMA -4/Vol-VII/2013/1410**

**Dated Shillong, 1<sup>st</sup> December, 2022**

The Meghalaya Basin Management Agency (MBMA) is hiring a competent Executive Secretary to support executive officers in our organization to be posted at Shillong. The detailed information's regarding the application form link, advertisement, notification, and the terms of reference are available in MBDA's website: <https://www.mbda.gov.in>

<b>Positions</b>	<b>Essential Qualifications and Experiences</b>	<b>Monthly Salary</b>
<b>Executive Secretary</b>	<p><b>Qualification:</b> Graduate or Post Graduate in any discipline with excellent communication skills (written &amp; verbal). Outstanding in planning, organizing and executing the day-to-day activities of high level positions.</p> <p><b>Experiences, Skills &amp; Attributes:</b></p> <ol style="list-style-type: none"><li>1. At-least 05 years of proven working experience in the role of Executive Secretary, Executive Assistant, Personal Secretary or similar role experience with senior level positions.</li><li>2. Excellent communication skills (written &amp; verbal) and Interpersonal skills.</li><li>3. Proficient in MS Office, Excel, PPT and "back-office" software (e.g. ERP)</li><li>4. In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of the State Government Administrative Rules.</li><li>5. Familiarity with basic research methods and reporting techniques</li><li>6. Outstanding organizational and time management skills.</li><li>7. Experience in content management, excellent copywriting skills, taking dictation, etc.</li><li>8. Ability to deliver creative content (text, image and video)</li><li>9. Excellent analytical and multitasking skills</li><li>10. Integrity and confidentiality</li></ol> <p><b>Requirement:</b> Apart from the filled application form &amp; updated resume, a Cover Letter on candidate's suitability and interest in the position is a must with word limit of 500 max.</p>	Rs.60,000/- plus allowances

1. For applying the above positions; candidates has to fill the '**Application Form**' from the following link; <https://tinyurl.com/mbmaexesec>
2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
3. For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
4. Last date for receipt of applications is **10<sup>th</sup> December, 2022 (upto 05:00PM)** and applications received after the last date will not be considered.

*Sd/-*

**Assistant General Manager (HR)  
Meghalaya Basin Management Agency**