



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Headquarter, Nongrim Hills, Shillong

Meghalaya - 793003

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in

NOTIFICATION

No. MBDA-553/2019/280

Dated Shillong, 16th Aug, 2019

The Meghalaya Basin Development Authority (MBDA) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis. The application form, advertisement and notification are available on the MBDA's website <https://www.mbda.gov.in>

1. Position:

Sl. No.	Name of the Position	Pre-Requisite Qualification	Experience & Skills Required	Place of Posting	Monthly Emolument
1.1	Data Management Executive	Graduate in any disciplines with excellent knowledge in computer including Microsoft Suite (Excel, Word, PPT, and Access) and typing. Candidates having the following disciplines would be given preferable; Computer Science/ Information Technology/ Computer Engineering/ Information System/ Network Engineering/ Network Administration/ BCA/ BBA	Minimum 2 years of experience in Data Management and Management of Information System. Knowledge of digitization equipment, software and applications, and having experience in data processing software programs including Microsoft Suite (Excel, Word, and Access) would be an added advantage. Key Skills: a. Good written and verbal communication skills. b. Knowledge of computer and mobile software application. c. Enthusiastic and good liasoning & coordination skills. d. Local candidate of the district would be given preference.	EKH, WKH, SWKH, RB, EJH, WJH, WGH, NGH, EGH, SWGH & SGH	Rs.15,000/-

2. Essential Skills:

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

3. Age Limit:

3.1 The age limit is 22 to 35 years.

4. Place of Posting:

4.1 Selected candidates shall be posted at the location mentioned above.

5. Remuneration:

5.1 The monthly emolument shall be as mentioned above.

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. Period of Contract:

6.1 Selected candidates shall be given a one (1) year contract. The contract may be renewed subject to the satisfaction of MBMA and continuance of the project.

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 candidates with the MBDA to that effect.

7. Prescribed Application Form:

7.1 Prescribe application form can be downloaded from MBDA website, www.mbda.gov.in or can be obtained free of cost from any of the office of the Deputy Commissioner & Chairman, Basin Development Unit (BDU) at the 11 (eleven) District Headquarters.

8. Submission of Application Form:

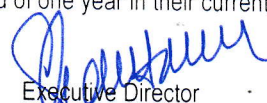
- 8.1 Application form duly filled along with self attested credentials should only be submitted to the O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003 'or' at the O/o Basin Development Unit (BDU)/ District Project Management Unit (DPMU), of the 11 (eleven) District Headquarters, Meghalaya.
- 8.2 Candidate must enclose recent passport size photograph, the self attested copies of degrees, diplomas, mark-sheets and experience letter etc. with the application form.
- 8.3 Experience certificate from previous employer(s) clearly stating nature of duties performed should be attached along with the application.
- 8.4 Incomplete application or application on plain paper will 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.
- 8.5 For out station candidate, the duly filled application form and documents may be submitted via e-mail to recruitmentmbda@gmail.com clearly indicating name of the position in the subject line.
- 8.6 Last date for receipt of applications is 31 Aug 2019 (upto 5.00 p.m.) and no application received after the last date will be considered. MBDA will not be responsible for any kind of postal loss or transit delay.

9. Selection Process:

- 9.1 There will be written test and personal interview for the position. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 9.2 The Written Test/ Personal Interview may be held either in Shillong or Tura.

10. General Information:

- 10.1 The pre-requisite qualifications and experiences are minimum 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 and 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
- 10.3 MBDA 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, MBDA 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. MBDA 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 MBDA reserves the right to extend the closing date for receipt of applications. MBDA 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.


Executive Director

Meghalaya Basin Development Authority