



# MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

HQR: SHILLONG



Ph: 0364-2522921/2522992

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

## ADVERTISEMENT

MBMA – 4/2013/547(b)

Dated, Shillong, the 27<sup>th</sup> June, 2016

The Meghalaya Basin Management Agency (MBMA) implements the State's Flagship Programme – the Integrated Basin Development and Livelihood Promotion Programme (IBDLP). For execution and supervision of GIS activities being implemented in the GIS Lab of MBDA, applications for the following position on Contractual Basis are invited.

Sl. No.	Name of the Post	Essential Qualifications	Experience	Location	Monthly Emolument	No. of Post
1.1	Manager (GIS)	At least 3 (Three) Years in GIS related works in rural development or forestry or environment or related discipline with demonstrated competence in GIS based mapping	Graduate/ Post Graduate in any discipline with Post Graduate Diploma in Remote Sensing/ GIS or a Certificate course in GIS. Candidates with qualifications in geography, cartography, forestry, environment or a relevant Social Science will be preferred.	Shillong	25,000/-	1

1. Notification and prescribed application form can be downloaded from the website, [www.mbd.gov.in](http://www.mbd.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. The above Position is on contractual basis, details in this regard may be seen in the notification.
3. Application forms duly filled along with credentials can be submitted to Human Resource Section, Meghalaya Basin Development Authority (MBDA) Head Office, C/o Meghalaya Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills – 793003 up to 5:00 PM on **29<sup>th</sup> July 2016**, the last date for submission of application form.

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

*Office Address: Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing Co-operative Society Ltd. Campus, Nongrim Hills, Shillong-793003*



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## NOTIFICATION

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### 1. Post

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### 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: 26 to 45 years

### 4. Place of Posting:

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

### 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 and BRDC, who are otherwise eligible, can also apply. Their applications must be routed through their reporting officer.

### 8. Period of Contract:

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.

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## 9. Prescribed Application Form:

Prescribe 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 to Human Resource Section, Meghalaya Basin Development Authority (MBDA) Head Office, C/o Meghalaya Housing Financing Cooperative Society Ltd. Campus, Nongrim – 793003 up to 5:00 PM on **29<sup>th</sup> July 2016**, 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 Development Authority (MBDA), 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** All candidates who have the pre-requisite qualification, experience in accordance with **Sl. No. 1.1** will be called for assessment. In case the candidate is not found qualified for the post applied, He/She may be considered for a lower post as the case may be.

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

**11.3** Mere eligibility will not entitle any candidate for being called for Interview. MBMA reserves the right to place a reasonable limit on the total number of candidates to be called for interview. Fulfilment of essentials qualification parse does not entitle a candidate to be called for interview.

**11.4** 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.

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

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

Deputy Chief Executive Officer  
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