



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

HQR: SHILLONG



Ph: 0364-2522921/2522992

Fax: 0364-2522921

Email: mbdashillong@gmail.com

**NOTIFICATION**

MBDA/MBMA- 4/2013/ 771

Dated, Shillong, the 28<sup>th</sup> June, 2017

The Meghalaya Basin Management Agency (MBMA) implements the State's Flagship Programme - the Integrated Basin Development and Livelihood Promotion Programme (IBDLP). The Meghalaya - Livelihood & Access to Markets Project (Megha - LAMP), an externally Aided Project (EAP) is an integral part of IBDLP with MBMA as the implementing agency. MBMA invited applications in prescribed form, from eligible candidates for the following Contractual Posts:

Sl No	Name of the Post	Experience	Pre - requisite Qualifications	Location	No. Of Posts	Monthly Emolument
1.1	Programme Associates/ Intern	✓ <b>0-2 Years</b> Work experience in livelihood promotion/ Community mobilization/ Financial Intermediation in rural development sector.	✓ Graduate or Post Graduate in Social Welfare/ Rural Development or any other related discipline. ✓ Deserving candidates with relevant experience of 1-2 years will be designated as Programme Associate.	<ul style="list-style-type: none"> <li>• WKH</li> <li>• EJH</li> <li>• WJH</li> <li>• RB</li> <li>• NGH</li> <li>• EGH</li> <li>• WGH</li> <li>• SGH</li> <li>• Shillong</li> </ul>	23	Rs. 12000, Rs.15000 & Rs. 17000 (as per educational qualification)
1.2	Programme Associates (Communication/ Translator/ Content Writer)	<ul style="list-style-type: none"> <li>✓ At least <b>1-2 years</b> work experience in Communication related field involving design, photography or videography with editing and use of related software/ Communication related field involving translation and editing from English to Garo or Khasi with the use of MS Office and related Software/ Content development and writing.</li> <li>✓ Good knowledge and writing skills of Khasi and/or Garo languages would be preferred.</li> </ul>	✓ Graduate or Post Graduate in Visual Communication/ Mass Communication/Any Discipline with native fluency in writing Garo and Khasi/ Any Discipline with exceptional writing and communication skills.	<ul style="list-style-type: none"> <li>• MIG</li> </ul>	5	Rs. 12000, Rs.15000 & Rs. 17000 (as per educational qualification)
1.3	Programme Associate (Administration)	<ul style="list-style-type: none"> <li>✓ At least <b>2 (Two) years</b> experience in Office Administration in Commercial Organisation or Development Projects or Organistaion implementing projects in Development Sector as partner agencies.</li> <li>✓ Experience in document/</li> </ul>	✓ Graduate or Post Graduate in any discipline. Preference will be given to candidates with qualifications in management, accounting, commerce, or office management. Candidate must be capable of carrying out a wide range	<ul style="list-style-type: none"> <li>• MIG</li> </ul>	1	Rs. 12000, Rs.15000 & Rs. 17000 (as per educational qualification)

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



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)



HQR: SHILLONG

Ph: 0364-2522921/2522992

Fax: 0364-2522921

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

		management and filing, supporting procurement functions, management of office logistics, service contracts and fleet management would be desirable.	supervision.			
1.4	Administrative Associate (Finance & Accounts)	<ul style="list-style-type: none"> <li>✓ At least <b>2 (Two) years</b> of experience in handling accounts in Commercial Organisation or Organistaion implementing projects in Development Sector as partner agencies.</li> <li>✓ For Professional Qualified Candidates (CA/ CMA/ CS/ (Intermediate)), 1 (One) Year of Post Qualification experienced is required.</li> <li>✓ In case of exceptionally deserving candidates a relaxation of up to 6 months in experience may be allowed.</li> </ul>	Graduate or Post Graduate in Commerce/ Accounts or Graduate in any discipline with a PG Diploma in Accounts/ Book Keeping. Candidates must be familiar with computerised accounting.	• MIG	1	Rs. 12000, Rs.15000 & Rs. 17000 (as per educational qualification)
1.5	Programme Associate (Videography)	<ul style="list-style-type: none"> <li>✓ At least <b>1 Year</b> of experience in Video shooting, Editing &amp; Photography.</li> <li>✓ Having good skills in planning, story boarding, conceptualisation of video case studies and documentary shoots.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Graduate or Diploma in any field of media with videography, shooting, editing &amp; photography as a subject.</li> <li>✓ Candidates without the above Qualification but with demonstrated and exceptional skills in videography, photography and editing can also apply.</li> </ul>	• Shillong	3	Rs. 12000, Rs.15000 & Rs. 17000 (as per educational qualification)

**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:** 22 years 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.



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

HQR: SHILLONG



Ph: 0364-2522921/2522992

Fax: 0364-2522921

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

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/MBMA 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.

**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 in can be submitted at the Office of Deputy Commissioner & Chairman, Basin Development Unit, East Khasi Hills, Shillong and West Garo Hills District, Tura respectively up to 5:00 PM on \_\_\_\_\_, the last date for submission of application form. 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 Financing 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, Sl. No. 1.2, Sl. No. 1.3, Sl. 1.4 & Sl. 1.5** 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).



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)



HQR: SHILLONG

Ph: 0364-2522921/2522992

Fax: 0364-2522921

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

**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.

Sd/-

Meghalaya Basin Management Agency  
Meghalaya State Housing Financing Cooperative Society Ltd. Campus  
Nongrim Hills, Shillong - 793003, Tel No. 0364- 2522921/ 2522992