



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)



HQR: SHILLONG

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NOTIFICATION

MBDA/MBMA- 4/2013/ 732

Dated, Shillong, the 15th November 2016

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	Monthly Emolument
1.1	Assistant Manager	Atleast 3 Years experience in Content development and Writing. Strong writing in English. Good writing skill in Khasi and Garo will be added advantage.	Graduate/ Post Graduate in English or any other disciplines but with exceptional writing and communication skills.	Shillong	Rs. 20,000/-

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/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.



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9. Prescribed Application Form:

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 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 25th November, 2016, 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 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.

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