State Capability Enhancement Project (SCEP)
Office of Development Commissioner, Planning Department
Government of Meghalaya

NOTIFICATION

The Meghalaya Basin Development Authority is hiring the following positions on behalf of the Office of Development Commissioner for the State Capability Enhancement Project (SCEP). SCEP is an initiative for strengthening government capacity to tackle complex development challenges in sustainable rural development, health & nutrition, early childhood & adolescent development, education, & women empowerment.

1. Position Vacant:

Sl. No.	Position	Essential Qualifications & Experiences	Place of Posting	Pay
1.1	Development Associate (Garo Hills)	**Essential Qualifications:** Bachelors or Masters (preferable) degree in relevant fields such as public administration, public health, education, development studies, economics, management or other related fields, from a reputed institution. **Experiences, Skills & Attributes:** 1. 2+ years of relevant work experience 2. Self-starter who can thrive in a "start-up" setting by taking ownership and initiative 3. Passionate about working in development and demonstrated interest in helping communities improve development outcomes 4. Strong listening, verbal, and written communication skills	Tura	Rs.50000 / per month fixed
1.2	Development Associate	**Essential Qualifications:** Bachelors or Masters (preferable) degree in relevant fields such as public administration, public health, education, development studies, economics, management or other related fields, from a reputed institution. **Experiences, Skills & Attributes:** 1. 2+ years of relevant work experience 2. Self-starter who can thrive in a "start-up" setting by taking ownership and initiative 3. Passionate about working in development and demonstrated interest in helping communities improve development outcomes 4. Strong listening, verbal, and written communication skills	Shillong	Rs.50000 / per month fixed
1.3	Data Scientist	**Essential Qualifications:** Bachelors or Masters degree in relevant fields such as computer science, data science, economics, statistics and other related fields, from a reputed institution. **Experiences, Skills & Attributes:** 1. Minimum 2+ years of relevant work experience 2. Required: Proficiency in Python and/or R 3. Preferable: SQL, GIS, AWS, Javascript/D3 4. Experience working with large data sets and relational databases 5. Self-starter who can thrive in a "start-up" setting by taking ownership and initiative 6. Passionate about working in development and demonstrated interest in helping communities improve development outcomes 7. Strong listening, verbal, and written communication skills	Shillong	Commensurate with experience

1.4	Data Analyst	**Essential Qualifications:** Bachelors or Masters degree in relevant fields such as computer science, data science, economics, statistics and other related fields, from a reputed institution. **Experiences, Skills & Attributes:** 1. Required: Proficiency in Python and/or R 2. Preferable: SQL, GIS, AWS, Javascript/D3 3. Experience working with large data sets and relational databases 4. Self-starter who can thrive in a "start-up" setting by taking ownership and initiative 5. Passionate about working in development and demonstrated interest in helping communities improve development outcomes 6. Strong listening, verbal, and written communication skills	Shillong	Commensurate with experience
1.5	Graphic Designer / Illustrator	**Essential Qualifications:** Bachelors degree, preferably in design. Must have demonstrated experience in Graphic Design Processes. Sample/s of portfolio to be shared, along with the application form for review. **Experiences, Skills & Attributes:** 1. 2+ years of relevant work experience 2. Proficiency in graphic design softwares such as Adobe Photoshop, Illustrator, and InDesign or equivalent. 3. Ability to create simple animations with assets in Premiere Pro or After Effects. 4. Creativity, artistic skill, and innovative thinking for effectively communicating through design. 5. Ability to work and ideate in a team as well as work autonomously.	Shillong	Rs.35000 / per month fixed

2. **Essential Skills for the positions:** Good written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation, etc are the common essential skills requirement. Other skills required are mentioned above against each position.

3. **Age Limit:** Upto 45 years

4. **Place of Posting:** Selected candidate shall be posted at the location mentioned above.

5. **Remuneration:**
   5.1. The monthly emolument shall be as mentioned in the above column.
   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. **Duration of Contract:**
   6.1. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MBMA and continuance of the project you are engaged with.
   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 candidate with the MBMA to that effect.

7. **How to Apply:**
   7.1. For applying the above positions; candidates has to fill the **'Application Form'** from the following link;

Position	Application Form	Job Descriptions (all JDs are in following folder)
Development Associate (Garo Hills)	**https://tinyurl.com/SCEPDA2023**	**https://drive.google.com/drive/folders/16fTS3A5gwwIP9D9yLFigT0znSWo1vmUv?usp=sharing**
Development Associate		
Data Scientist	**https://tinyurl.com/SCEPData2023**	
Data Analyst		
Graphic Designer / Illustrator	**https://tinyurl.com/SCEPGD2023**	

7.2. All applications should be submitted through online mode only. All applications should be submitted through online mode only. No other mode of applications will be entertained.

7.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

7.4. The above links are also made available on MBDA website, www.mbda.gov.in

7.5. Incomplete application shall not be entertained and is liable to be rejected.

7.6. Last date for receipt of applications is **25th May 2023 (upto 05:00PM)** and applications received after the last date will not be considered.

7.7. Detailed information about the SCEP project, position and job description (JD) are also made available in MBDA's website https://www.mbda.gov.in or in the folders linked above.

7.8. In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.

8. Selection Process:

8.1. There will be written/technical test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

8.2. The Written Test/ Personal Interview will be held only in Shillong.

9. General Information:

9.1. The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBDA 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.

9.2. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. 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 and office notice board.

9.3. 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.

9.4. 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.

9.5. 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.

9.6. 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.

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

9.8. Canvassing of any kind will render to disqualification.

9.9. Staff already working with MBDA, 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.

Sd/-
Shri Sampath Kumar, IAS
Principal Secretary to the Government of Meghalaya &
Chief Executive Officer, MBDA