



# MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)



HQR: SHILLONG

Ph: 0364-2522921/2522992

Fax: 0364-2522921

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

## NOTIFICATION

MBMA/CLLMP/HR/64/2018/860(e)

Dated Shillong, 31<sup>st</sup> May, 2018

The Meghalaya Basin Management Agency (MBMA) 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 MBMA's website <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Name of the Position	Pre-requisite Qualification	Experience	No. of Position	Job Location	Monthly Emolument
1.1	Senior Manager – Monitoring & Evaluation	<ul style="list-style-type: none"> <li>- Graduate or Post-Graduate in statistics, project management, public policy, development studies, social sciences, engineering or related disciplines.</li> <li>- Preferably Post Graduate in relevant field with advanced certificate in M&amp;E, statistics, or social sciences.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 8 years of experience monitoring, evaluation, and planning in supervisory capacity position responsible for implementing M&amp;E activities of international/national development projects. Expert in developing and designing monitoring &amp; evaluation system to capture, record, and interpret information to measure work performance and progress.</li> <li>- Minimum 5 years of professional experience in managerial position in relevant domain development project.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Good level of proficiency in Windows Excel and quantitative &amp; qualitative analysis.</li> <li>- Ability to design M&amp;E tools, surveys, surveillance systems, and evaluations.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/village.</li> </ul>	1 (one)	Head Office, Shillong	Rs.30,000/-
1.2	Senior Manager-GIS & Geospatial	<ul style="list-style-type: none"> <li>- Graduate or Post-Graduate in any disciplines with Post Graduate Diploma in Remote Sensing/GIS or a Certificate course in GIS.</li> <li>- Candidates with qualifications in geography, cartography, forestry, environment or a relevant social science/natural resource discipline will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 8 years of experience in management of GIS and Geospatial related works in rural development or forestry or environment or related discipline with demonstrated competence in GIS operation and GIS based mapping.</li> <li>- At least minimum 5 years experience in GIS &amp; Geospatial operation and management with proficient in GIS based mapping.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Good technical expertise in computing and GIS operation.</li> <li>- Computer literacy with general MS package, spreadsheet, and data analysis.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/village.</li> </ul>	1 (one)	Head Office, Shillong	Rs.30,000/-

1.3	Manager-Monitoring & Evaluation	<ul style="list-style-type: none"> <li>- Graduate or Post-Graduate in statistics, demographics, public policy, development studies, social sciences, engineering or related disciplines.</li> <li>- Preferably with advanced certificate in M&amp;E, statistics, or social sciences.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 5 years of experience in monitoring, evaluation, and planning position responsible for implementing M&amp;E activities of international/national development projects. Well versed in developing and designing monitoring &amp; evaluation system to capture, record, and interpret information to measure work performance and progress.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Good level of proficiency in Windows Excel and quantitative and qualitative analysis</li> <li>- Ability to design M&amp;E tools, surveys, surveillance systems, and evaluations.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/village.</li> </ul>	1 (one)	Head Office, Shillong	Rs.25,000/-
1.4	Manager - Knowledge Management	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in Economics, English, Development Studies, Mass Communication, Natural Resource Management, Public Policy or related disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 5 years of experience in knowledge management in the field of rural development or international/national development projects. Proficient in documentation, research and communication process.</li> <li>- Experience of managing information services and repositories of knowledge and organize learning events.</li> <li>- Good technical expertise in knowledge management as well as natural resource management issues.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Trained in Knowledge Management.</li> <li>- Excellent in research and writing reports and research documents.</li> <li>- Knowledge of application of multimedia would be preferred.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/village.</li> </ul>	1 (one)	Head Office, Shillong	Rs.25,000/-
1.5	Manager-Environment Management	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in Environmental Science, Earth Science, Forestry, Agriculture, Natural Resource Management or MBA in Environment Management</li> <li>- B.Tech in Environmental Engineering and Management or B.Tech in Energy and Environmental Engineering.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 5 years work experience in environmental and natural resource management projects.</li> <li>- Preferably with an experience in rehabilitation of degraded forest, land, water and soil management.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Trained in GIS &amp; Remote Sensing Application</li> <li>- Computer literacy with general MS package, spreadsheet, and data analysis, etc.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/village.</li> </ul>	1 (one)	Head Office, Shillong	Rs.25,000/-
1.6	Manager-Social Management	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in Sociology, Agriculture, Social Work, Social Development, Anthropology with including courses in gender within the</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 5 years of experience in relevant operational areas like social assessment and gender equality. Having proven track record in working on projects covering a broad range of resettlement in social management plan and social development issues.</li> </ul>	1 (one)	Head Office, Shillong	Rs.25,000/-

		degree.	<b>Skills:</b> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Computer literacy with general MS package, spreadsheet, and data analysis, etc.</li> </ul> <b>Requirement:</b> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/village.</li> </ul>			
1.7	Manager-Training	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in any disciplines.</li> <li>- Preferably with MSW/MBA in HR, Marketing, Psychology, English, Development Studies, Social Science, or related disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 5 years of experience in training and development. Good knowledge in designing and conducting trainings and capacity building.</li> <li>- Proficient in conducting training need analysis and research.</li> <li>- Expert in formation of training module/design as per the organizational needs.</li> </ul> <b>Skills:</b> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Computer literacy with general MS package, Spreadsheet, PPT, etc.</li> </ul> <b>Requirement:</b> <ul style="list-style-type: none"> <li>- The work will entail frequent travelling to the project cluster/village.</li> </ul>	1 (one)	Head Office, Shillong	Rs.25,000/-
1.8	Manager-Procurement	<ul style="list-style-type: none"> <li>- Post Graduate in Commerce, Finance, Business, Economics, Management or related disciplines.</li> <li>- Specialized in Procurement &amp; Supply Chain Management or Material Management will be given preferable</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 5 years experience in management of development projects with good knowledge procurement system for purchased goods and services.</li> <li>- Preferably with experience in externally funded projects.</li> </ul> <b>Skills:</b> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Computer literacy with general MS package, spreadsheet, PPT and data analysis, etc.</li> </ul>	1 (one)	Head Office, Shillong	Rs.25,000/-
1.9	Assistant Manager-F&A	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting &amp; Finance.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 3 years of experience in accounts, taxation, and financial management with good knowledge in chart of accounts or accounting procedure.</li> <li>- Preferably with computerised accountancy or tally latest version</li> </ul> <b>Skills:</b> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Computer literacy with general MS package, spreadsheet, and data analysis.</li> </ul>	1 (one)	Head Office, Shillong	Rs.20,000/-
1.10	District Project Manager	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in any disciplines.</li> <li>- Preferably with MSW/MBA in Project Management, Development Studies, Social Science, Engineering or related disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 8 years of experience in a supervisory capacity in implementation of rural development project management/ business management /rural livelihood implementation / social entrepreneurship/ value chain/ agribusiness development</li> <li>- At least minimum 5 years experience in project management or relevant domain.</li> </ul> <b>Skills:</b> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Good knowledge of budgeting and financial analysis, management of staff, projects, documentation</li> <li>- Computer literacy with general MS package, Spreadsheet, PPT and data analysis, etc.</li> </ul> <b>Requirement:</b> <ul style="list-style-type: none"> <li>- The candidate shall be stationed within the project cluster/village.</li> </ul>	11	EKH, WKH, SWKH, Ri-bhoi, EJH, WJH, WGH, EGH, SGH, NGH, SWGH	Rs.30,000/-

1.11	Assistant Manager- Monitoring & Evaluation	<ul style="list-style-type: none"> <li>- Graduate or Post-Graduate in statistics, demographics, public policy, development studies, social sciences, engineering or related disciplines.</li> <li>- Preferably with advanced certificate in M&amp;E, statistics, or social sciences.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 3 years of experience in monitoring, evaluation, and planning in rural development projects. Well versed in data research, documentation, data gathering and monitoring.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Good level of proficiency in Windows Excel and quantitative and qualitative analysis</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The candidate shall be stationed within the project cluster/village.</li> </ul>	12	Head Office Shillong, EKH, WKH, SWKH, Ri-bhoi, EJH, WJH, WGH, EGH, SGH, NGH, SWGH	Rs.20,000/-
1.12	Assistant Manager - Knowledge Management	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in Economics, English, Development Studies, Mass Communication, Natural Resource Management, Public Policy or related disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 3 years of experience in knowledge management in the field of rural development or international/national development projects. Proficient in documentation, research and communications.</li> <li>- Experience of collecting and recording knowledge and information.</li> <li>- Good technical expertise in knowledge management as well as natural resource management issues.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Trained in Knowledge Management</li> <li>- Excellent in research and writing reports and research documents</li> <li>- Knowledge of application of multimedia would be preferred.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The candidate shall be stationed within the project cluster/village.</li> </ul>	11	EKH, WKH, SWKH, Ri-bhoi, EJH, WJH, WGH, EGH, SGH, NGH, SWGH	Rs.20,000/-
1.13	Assistant Manager- Environment Management	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in Environmental Science, Earth Science, Forestry, Agriculture, Natural Resource Management or MBA in Environment Management</li> <li>- B.Tech in Environmental Engineering and Management or B.Tech in Energy and Environmental Engineering.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum of 3 years work experience in environmental and natural resource management projects.</li> <li>- Preferably with an experience in rehabilitation of degraded forest, land, water and soil management.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Trained in GIS &amp; Remote Sensing Application.</li> <li>- Computer literacy with general MS package, spreadsheet, and data analysis, etc.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The candidate shall be stationed within the project cluster/village.</li> </ul>	11	EKH, WKH, SWKH, Ri-bhoi, EJH, WJH, WGH, EGH, SGH, NGH, SWGH	Rs.20,000/-
1.14	Assistant Manager-Social Management	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in Sociology, Agriculture, Social Work, Social Development, Anthropology with including courses in gender within the degree.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum of 3 years of experience in relevant operational areas like social assessment and gender equality. Having proven track record in working on projects covering a broad range of resettlement in social management plan and social development issues.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Good written and verbal communication skills.</li> <li>- Computer literacy with general MS package, spreadsheet, and data analysis, etc.</li> </ul> <p><b>Requirement:</b></p> <ul style="list-style-type: none"> <li>- The candidate shall be stationed within the project cluster/village.</li> </ul>	11	EKH, WKH, SWKH, Ri-bhoi, EJH, WJH, WGH, EGH, SGH, NGH, SWGH	Rs.20,000/-
1.15	Programme Associate - Procurement & Finance	<ul style="list-style-type: none"> <li>- Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting &amp;</li> </ul>	<ul style="list-style-type: none"> <li>- At least 1 to 2 years of experience in accounts, taxation, and financial management with good knowledge in chart of accounts or accounting procedure.</li> <li>- Preferably with computerised accountancy or tally</li> </ul>	11	EKH, WKH, SWKH, Ri-bhoi, EJH,	Rs.15,000/ Rs.17,000/-

		Finance.	latest version <b>Skills:</b> - Good written and verbal communication skills. - Computer literacy with general MS package, spreadsheet, and data analysis.		WJH, WGH, EGH, SGH, NGH, SWGH	
1.16	Programme Associate – GIS Coordinator	- Graduate or Post-Graduate in any disciplines 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/natural resource discipline will be preferred.	- Minimum 2 years of experience in GIS related works in rural development or forestry or environment or related discipline with demonstrated competence in GIS based. - Good knowledge in GIS operation and GIS based mapping <b>Skills:</b> - Good written and verbal communication skills. - Good technical expertise in computing and GIS operation. - Computer literacy with general MS package, spreadsheet, and data analysis. <b>Requirement:</b> - The candidate shall be stationed within the project cluster/village.	11	EKH, WKH, SWKH, Ri-bhoi, EJH, WJH, WGH, EGH, SGH, NGH, SWGH	Rs.17,000/ -

## 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 all position.

3. **Age Limit:** 22 to 45 years.

## 4. Place of Posting:

4.1 Selected candidates shall be posted at the location mentioned above and shall be stationed within the project cluster/village.

## 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 MBMA to that effect.

## 7. Prescribed Application Form:

7.1 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 (BDU) at the 11 (eleven) District Headquarters.

## 8. Submission of Application Form:

8.1 Application form duly filled along with self attested credentials can be submitted only to the **Office of Deputy Commissioner & Chairman, Basin Development Unit, East Khasi Hills, Shillong and West Garo Hills District, Tura** respectively.

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. Shortlisted candidates who are currently in service should produce the "No Objection Certificate" from the current employer when called for the personal interview.

8.4 Candidates who wish to apply for more than one post should submit a separate application for each position. Multiple application of position in the same form may be rejected.

8.5 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.

- 8.6 **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. Alternatively, hard copy of the filled application and documents can also be sent by post/courier addressed to;  
**The Human Resource Section**  
**Meghalaya Basin Development Authority (MBDA)**  
**C/o, Meghalaya State Housing Cooperative Society Ltd. Campus,**  
**Nongrim Hills, Shillong, Meghalaya – 793003**
- 8.7 Last date for receipt of applications is **15<sup>th</sup> June 2018 (upto 5.00 p.m.)** and no application received after the last date will be considered. MBMA 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 all positions. 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 experience 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. 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 MBMA 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, MBMA 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. MBMA 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 MBMA reserves the right to extend the closing date for receipt of applications. MBMA 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 Staff already working with MBDA/MBMA who are otherwise eligible, can also apply. Their applications must be routed through their reporting officer.

**Sd/-**

Chief Executive Officer  
Meghalaya Basin Management Agency  
Meghalaya State Housing Financing Cooperative Society Ltd. Campus  
Nongrim Hills, Shillong, Meghalaya-793003