



# MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

## ADVERTISEMENT

No. MBMA/ CLLMP/ HR/ 64/ 2018/ 839

Dated Shillong, 10<sup>th</sup> February 2021

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate in prescribed format to fill up the following position on contractual basis. The detailed application form, advertisement and notification are available in MBMA's website <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Position	Desired Qualifications & Experiences	Monthly Emolument
1.1	Senior Manager - Knowledge Management	<b>Desired Qualification:</b> Graduate or Post Graduate in any disciplines - Preferably with Mass Communication, Journalism, Services Marketing, Development Studies, Behavioural Change <b>Desired Experience:</b> 8 years experience in knowledge management or similar fields, working with rural and marginalized indigenous communities <ul style="list-style-type: none"><li>• Experience in working with tight schedules with fixed deliverables</li><li>• Proven track record of team management</li><li>• Experience with rural communications or outreach activities</li><li>• Experience in development t of high level reports and documents</li></ul>	Rs.36,000/-
1.2	Manager - Training	<b>Desired Qualification:</b> Graduate or Post Graduate in any disciplines - Preferably with Social work, Management, Marketing, Psychology, English, Human resource development, Social Science, or related disciplines. <b>Desired Experience :-</b> Minimum 5 years of experience in managerial positions, preferably operations	Rs.30,000/-
1.3	Assistant Manager Training	<b>Desired Qualification:</b> Graduate or Post Graduate in any disciplines - Preferably with Social work, Management, Marketing, Psychology, English, Human resource development, Social Science, or related disciplines. <b>Desired Experience :-</b> Minimum 5 years of experience in managerial positions, preferably operations	Rs.24,000/-
1.4	Assistant Manager – Knowledge Management	<b>Desired Qualification:</b> Graduate or Post Graduate in any disciplines - Preferably with Mass Communication, Journalism, Services Marketing, Development Studies, Behavioural Change <b>Desired Experience :</b> 3 years experience in knowledge management or similar fields, working with rural and marginalized indigenous communities	Rs.24,000/-
1.5	Programme Associate – Media Development	<b>Desired Qualification:</b> Graduate or Post Graduate Preferably in subjects related to Mass Media, film making and photography. However, for candidates with exceptional and proven skills these criteria may be relaxed <b>Desired Experience :-</b> 2 years in video and photography	Rs.15000/- & Rs.17000/- (Based on qualification)

- Notification and prescribed application form can be downloaded from the website, [www.mbda.gov.in](http://www.mbda.gov.in) or can be obtained free of cost from the O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong.
- The above position are on contractual basis. Details about the Desired qualifications and experience, Monthly Emolument, Place of Postings and Number of requirement for the above positions may be seen in the notification.
- Application form duly filled along with self attested credentials should only be submitted to the Office of the Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003” “Or” at the O/o the Basin Development Unit (BDU)/ District Project Management Unit (DPMU) located in the O/o the Deputy Commissioner of the 11 Districts “Or” “Via-email” to [recruitmentmbda20@gmail.com](mailto:recruitmentmbda20@gmail.com)
- Last Date for submission of application is **22<sup>nd</sup> February 2021** upto 5:00pm. Application received after the last date will be not be entertained and MBDA will not be responsible for any kind of postal loss or transit delay.

Sd/-

Executive Director

Meghalaya Basin Management Agency



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## NOTIFICATION

No. MBMA/ CLLMP/ HR/ 64/ 2018/ 840

Dated Shillong, 10<sup>th</sup> February 2021

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidate in prescribed format to fill up the following position on contractual basis. The detailed application form, advertisement and notification are available in MBMA's website <https://www.mbda.gov.in>

### 1. Positions:

Sl. No.	Position	Desired Qualifications & Experiences	Place of Posting	No. of Requirement	Monthly Emolument
1.1	Senior Manager - Knowledge Management	<p><b>Desired Qualification :</b> Graduate or Post Graduate in any disciplines - Preferably with Mass Communication, Journalism, Services Marketing, Development Studies, Behavioral Change</p> <p><b>Desired Experience :</b> 8 years experience in knowledge management or similar fields, working with rural and marginalized indigenous communities</p> <ul style="list-style-type: none"> <li>• Experience in working with tight schedules with fixed deliverables</li> <li>• Proven track record of team management</li> <li>• Experience with rural communications or outreach activities</li> <li>• Experience in development t of high level reports and documents</li> </ul> <p><b>Essential Skills :-</b> Good verbal and communication skill</p> <ul style="list-style-type: none"> <li>• Exceptional writing and editing skills</li> <li>• Fair knowledge of communication and outreach methods particularly for rural areas</li> <li>• Good knowledge of tools, methods and best practices for knowledge collation, synthesis and dissemination particularly in rural communities</li> <li>• Working knowledge of social media</li> </ul> <p>Creative acumen with basic knowledge of video development and knowledge product design</p>	Headquater, Shillong	1	Rs.36,000/-
1.2	Manager - Training	<p><b>Desired Qualification :</b> Graduate or Post Graduate in any disciplines - Preferably with Social work, Management, Marketing, Psychology, English, Human resource development, Social Science, or related disciplines.</p> <p><b>Desired Experience :-</b> Minimum 5 years of experience in managerial positions, preferably operations</p> <p><b>Essential Skills :-</b> Demonstrated skills in planning, execution and monitoring of plan implementation</p> <ul style="list-style-type: none"> <li>• Ability to manage assignments end-to-end with minimal supervision</li> <li>• Ability to identify issues and implement appropriate course correction measures</li> <li>• Good written and verbal communication skills.</li> </ul> <p>Computer literacy with general MS package, Spreadsheet, PPT, etc.</p>	Headquater, Shillong	1	Rs.30,000/-
1.3	Assistant Manager - Training	<p><b>Desired Qualification :</b> Graduate or Post Graduate in any disciplines - Preferably with Social work, Management, Marketing, Psychology, English, Human resource development, Social Science, or related disciplines.</p> <p><b>Desired Experience :-</b> Minimum 5 years of experience in managerial positions, preferably operations</p>	<ul style="list-style-type: none"> <li>• Headquater, Shillong</li> <li>• EKH</li> <li>• WKH</li> <li>• SWKH</li> <li>• WJH</li> <li>• EJH</li> </ul>	14	Rs.24,000/-

		<p><b>Essential Skills :-</b> Demonstrated skills in planning, execution and monitoring of plan implementation</p> <ul style="list-style-type: none"> <li>• Ability to manage assignments end-to-end with minimal supervision</li> <li>• Ability to identify issues and implement appropriate course correction measures</li> <li>• Good written and verbal communication skills.</li> <li>• Computer literacy with general MS package, Spreadsheet, PPT, etc.</li> <li>• For District Posts, Knowledge of local language preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• RB</li> <li>• NGH</li> <li>• WGH</li> <li>• EGH</li> <li>• SWGH &amp;</li> <li>• SGH</li> </ul>		
1.4	Assistant Manager – Knowledge Management	<p><b>Desired Qualification :</b> Graduate or Post Graduate in any disciplines - Preferably with Mass Communication, Journalism, Services Marketing, Development Studies, Behavioral Change</p> <p><b>Desired Experience :</b> 3 years experience in knowledge management or similar fields, working with rural and marginalized indigenous communities</p> <p><b>Essential Skills :</b> Good verbal and communication skill</p> <ul style="list-style-type: none"> <li>• Exceptional writing and editing skills</li> <li>• Creative acumen with working knowledge of photography, video development, editing, report writing and MS office</li> </ul>	<ul style="list-style-type: none"> <li>• Headquater, Shillong</li> <li>• WJH</li> <li>• EJH</li> <li>• EGH</li> <li>• SGH</li> </ul>	4	Rs.24,000/-
1.5	Programme Associate – Media Development	<p><b>Desired Qualification :</b> Graduate or Post Graduate Preferably in subjects related to Mass Media, film making and photography. However, for candidates with exceptional and proven skills these criteria may be relaxed</p> <p><b>Desired Experience :-</b> 2 years in video and photography</p> <p><b>Essential Skills :</b> Photography and videography Skills</p> <ul style="list-style-type: none"> <li>• Journalistic acumen</li> <li>• Ability to work independently and proactively</li> <li>• Creative and an eye for details</li> <li>• Ability to write high quality scripts independently</li> <li>• Ability to use various photography and videography equipment</li> <li>• Excellent knowledge and skill in using Photo and Video editing software</li> <li>• Knowledge of any of the local languages</li> </ul>	<ul style="list-style-type: none"> <li>• Headquater, Shillong</li> </ul>	2	Rs. 15000/- & Rs.17000/- (Based on qualification)

**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. 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 the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya-793003.**

## **8. Mode of Submission of Filled Application Form:**

**8.1 “By Post or Direct Submission” to the Office of the Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003” “Or” at the O/o the Basin Development Unit (BDU)/ District Project Management Unit (DPMU) located in the O/o the Deputy Commissioner of the 11 Districts “Or” “Via-email” to [recruitmentmbda20@gmail.com](mailto:recruitmentmbda20@gmail.com).**

**8.2** Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as **“Application for the position of “\_\_\_\_\_”**”.

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

**8.4** Candidate must enclose along with the Application Form, recent passport size photograph, and self attested copies of the following documents;

**8.4.1** Filled Application form

**8.4.2** Updated Resume

**8.4.3** Educational qualifications certificates

**8.4.4** Proof of Experience or Experience Certificates

**8.4.5** Latest salary slips or proof of salary from the current or previous organizations

**8.4.6** Additional or technical qualifications certificates (if any)

**8.4.7** Identity Proof (PAN Card or Aadhar Card)

**8.5** Incomplete application shall 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** In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.

**8.7** Last date for submission of applications is **22<sup>nd</sup> February 2021 (upto 5.00 p.m.)**. Application received after the last date will be not be entertained and MBMA will not be responsible for any kind of postal loss or transit delay.

## **9. Selection Process:**

**9.1** 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.

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

## **10. General Information:**

**10.1**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. 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](http://www.mbda.gov.in) and office notice board.

- 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** Canvassing of any kind will render to disqualification.
- 10.9** Staff already working with MBDA/MBMA, 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/-**  
**Executive Director**  
**Meghalaya Basin Management Agency**