



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)



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ADVERTISEMENT

No. MBMA – 4 /2014/127

Dated Shillong, the 18th February, 2014

The MBMA, implementing the Integrated Basin Development and Livelihood Promotion Programme (IBDLP), a flagship programme of the Government of Meghalaya, invites applications in prescribed form from eligible candidates for the following contractual posts: -

I. Post.

Sl. No	Name of Post	Monthly Emolument
I.1	Sr. Manager (Finance & Accounts)	30,000/-
I.2	Sr. Manager/ Manager (Knowledge Management)	30,000/- (for Senior Manager), Rs. 25,000 (for Manager)
I.3	Manager (Procurement)	25,000/-
I.4	Sr. Manager /Manager (Training)	30,000/- (for Senior Manager), Rs. 25,000 (for Manager)
I.5	Manager (Administration)	25,000/-
I.6	Manager (Social Mobilization and Gender)	25,000/-
I.7	Manager (GIS)	25,000/-
I.8	Assistant Manager (Finance & Accounts)	20,000/-
I.9	Asst. Manager (Training)	20,000/-
I.10	Asst. Manager (Administration)	20,000/-
I.11	Administrative Associate (Monitoring and Accounts)	12000/15000/17000 as per educational qualification
I.12	Executive Associate	12,000
I.13	Intern/Program Associate (For specified sector only as per Notification)	17,000

1. Notification and Prescribed application form can be downloaded from the website, www.mbda.gov.in or can be obtained free of cost from the Office of the Deputy Commissioner & Chairman, Basin Development Unit, EKH District, Shillong and WGH District, Tura respectively.
2. All positions are being offered on contract, details in this regard may be seen in the notification.
3. Application forms duly filled in can be submitted at the Office of Deputy Commissioner & Chairman, Basin Development Unit, EKH District, Shillong and WGH District, Tura respectively upto **5.00 PM on Friday 7th March, 2014.**

Meghalaya Basin Management Agency
Meghalaya State Housing Financing Cooperative Society Ltd. Campus
Nongrim – 793003
Tel No: 0364 – 2522921/2522992



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NOTIFICATION

MBDA -4/2013/2167

Dated Shillong, the 19th February 2014

The Meghalaya Basin Management Agency (MBMA), implementing the Integrated Basin Development and Livelihood Promotion Programme (IBDLP)-a flagship livelihoods programme of the Government of Meghalaya, invites applications in prescribed form, from eligible candidates for the following contractual posts:

I. Post.

Sl. No	Name of Post	Experience	Pre-requisite Qualifications	Monthly Emolument
I.1	Sr. Manager (Finance & Accounts)	Minimum of 8 (Eight) – 10 (Ten) Years in finance, taxation and accounts.	CA/ICWA /MBA Finance/ B.Com (H) - (Candidates with B.Com (H) qualifications would be considered provided they have at least 10 years of experience in a senior position in project and company accounting) Exposure to financial management and accounting systems in the development sector and knowledge of computerized accounting is desirable. A higher start is possible for exceptionally qualified candidates with proven ability to lead implementation of computerized accounting systems	30,000/-
I.2	Sr. Manager/ Manager (Knowledge Management)	8 (Eight) Years (for Senior Manager)/3 (Three) - 5 (Five) Years (for Manager) and more in knowledge management in the field of rural development including communicating results & messages to external stakeholders, managing information services repositories of knowledge, organizing of learning events etc.	Post Graduate in Economics/ Development Studies/ Communication/ Rural Development/ Management or related field. Candidates with training in KM, communication, application of multimedia would be preferred.	30,000/- (for Senior Manager), Rs. 25,000 (for Manager)
I.3	Manager (Procurement)	3(Three) - 5 (Five) Years and more in procurement of goods and services in commercial organisations/development projects/ organisations implementing projects in development sector as partner agencies.	Post Graduate in commerce, business, finance, accounting, management or related field. Candidates with training in purchase management, procurement systems and processes will be preferred.	25,000/-
I.4	Sr. Manager /Manager (Training)	8 (Eight) Years (for Senior Manager)/ 3(Three) – 5 (Five) Years of field experience in designing and conducting trainings/ capacity building programmes on livelihoods and enterprise promotion/ financial literacy in the development sector.	Graduate/ Post graduate in any discipline. Preference will be given to candidates with academic qualifications or long term training in rural development/ training management	30,000/- (for Senior Manager), Rs. 25,000 (for Manager)
I.5	Manager (Administration)	5 (Five) Years and more in administration function of which at least 3 years must be in a supervisory position public, private or development sector. Experience in document/ file management and tracking, electronic mail management and filing, supporting procurement functions,	Graduate or Post Graduate in any discipline. Preference will be given to candidates with qualifications in management, accounting, commerce or office management.	25,000/-

		management of office logistics, service contracts and fleet management would be desirable.		
1.6	Manager (Social Mobilization and Gender)	3(Three) - 5 (Five) Years in social mobilization, gender and poverty issues in rural community development. Experience of programmes for the formation of grassroots community groups and empowerment of women would be preferred.	Post graduate in social work, sociology, gender studies or related field. Post graduates in development economics or rural development or humanitarian studies / related fields would be considered if course of study is supplemented by courses/ training in social / gender issues / rights based approaches.	25,000/-
1.7	Manager (GIS)	At least 3 (Three) Years in GIS related works in rural development or forestry or environment or related discipline with demonstrated competence in GIS based mapping	Graduate/ Post Graduate in any discipline 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 will be preferred.	25,000/-
1.8	Assistant Manager (Finance & Accounts)	At least 3 (Three) Years in finance and accounts in commercial organizations/ development projects/ organizations implementing projects in development sector as partner agencies.	Graduate/ Post Graduate in Commerce/ Accounts or qualified as CA/ CMA/ CS. Candidate must be familiar with computerized accounting.	20,000/-
1.9	Asst. Manager (Training)	At least 3(Three) years of field experience in designing and conducting trainings/ capacity building programmes on livelihoods and enterprise promotion/ financial literacy in the development sector.	Graduate/ Post graduate in any discipline. Preference will be given to candidates with academic qualifications or long term training in rural development/ training management/ HR development	20,000/-
1.10	Asst. Manager (Administration)	At least 3 (Three) years experience in administration function in public, private or development sector. Experience in document/ file management and tracking, electronic mail management and filing, supporting procurement functions, management of office logistics, service contracts and fleet management would be desirable.	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 of administrative functions with minimal supervision.	20,000/-
1.11	Administrative Associate (Monitoring and Accounts)	2 years of experience in handling accounts in commercial organisations/ development projects/ organisations implementing projects in development sector as partner agencies	Graduate/ Post graduate in commerce/ accounts or graduate in any discipline with a PG diploma in accounts/ book keeping	12000/15000/ 17000 as per educational qualification
1.12	Executive Associate	2 years of experience of having worked as EA/ PS	Graduate with qualifications in stenography/ secretarial practice. High degree of proficiency in email management, web search, word processing, spread sheets and presentation software will be a prerequisite. Good interpersonal and PR skills are required for this position	12,000
1.13	Intern/Program Associate	_____	Post Graduate in Bio – Technology with Specialization in Plant Bio-Technology /Bio Chemistry/ Botany with Specialization in Plant Taxonomy/ Micro – Biology /Genetics/ Environmental Science / Entomology / Agronomy/ Soil Science/ Agribusiness/Polymers or a	17,000

			related discipline or in Media / Web Design / Print Design / Communication Design / Mass Communication. Deserving candidates with relevant experience of 1-3 years will be designated as Programme Associates.	
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2. Place of Posting:

2.1 Candidates selected for any of the posts can be posted at the Meghalaya Basin Management Agency (MBMA)/Meghalaya Basin Development Authority/Meghalaya Institute of Entrepreneurship (MIE) /Meghalaya Institute of Governance (MIG) /Bio-Resource Development Centre(BRDC) headquarters at Shillong or any of the Basin Development Units (BDUs) headquarters at the 11 districts Headquarters.

2.2 Candidates can indicate two choices for the place of posting.(name of the districts).Attempts will be made to post the selected candidates as per their choices subjects to availability of vacancies and their rank in the select list.

3. Good Communication skills, written and oral as well as familiarity with Word Processing, Spread Sheets and Presentation software are essential for all positions.

4. **Experience certificate from previous employer(s) clearly stating nature of duties performed, should be attached along with the application for all positions except at SL.I.I3**

5. Staff already working with MBMA and BRDC, who are otherwise eligible, can also apply. Their applications must be routed through their reporting officer.

6. Age Criteria/Eligibility:

Applicants should be between **18-45 years** as on **01.01.2014**

7. Period of Contract

Selected candidates will initially be on probation for 3 (three) months. Upon completion of probation and subject to the satisfaction of MBMA, they shall be given a one year contract .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.

8. Prescribed Application Form:

Prescribed application form can be downloaded from MBMA website, www.mbda.gov.in or can be obtained free of cost from the Office of the Deputy Commissioner & Chairman, Basin Development Unit, EKH District, Shillong and WGH District, Tura respectively..

9. Submission of Application forms:

Application forms duly filled in can be submitted at the Office of the Deputy Commissioner & Chairman, Basin Development Unit, EKH District at **Shillong** and WGH District, **Tura** respectively **up to 5:00PM on Friday 7th March, 2014**, the last date for submission of applications. One passport size photograph should be submitted along with the application form at the BDUs, Acknowledgements will be issued on submission of forms at the BDUs.

10. Format of the Selection Process:

All candidates who have the pre-requisite qualification, in accordance with **I** above will be called for assessment. The date, time and venue will be communicated to the candidates; MBMA reserves the right to conduct any additional test at any time during the recruitment process.

Meghalaya Basin Management Agency
Meghalaya State Housing Financing Cooperative Society Ltd, Campus
Nongrim-793003
Telephone Nos-(0364)2522992/2522921

6. Pre-requisite qualifications for the post: (Starting with Latest/Last qualification with supporting documents to be enclosed)

Examination Passed	Year	Name of the College/University	Division	% of Mark

7. Any Other qualifications:(including Training courses attended, Diplomas, Software courses, etc)

Course Attended	Name of the Institution	Duration(From:mm/yy To mm/yy)	Grade/Division

8. Relevant Experience for the post being applied for:

9. Two preferences for place of posting (Name of District) from amongst the eleven districts of the state:

- Preference 1: _____
- Preference 2: _____

(Note: While MBMA will endeavour postings at the preferences indicated, this may not be possible in all cases)

10. Addresses for Communication:

11. E-mail: _____

12. Mobile: _____

13. Telephone: _____

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if any information is found to be false/misleading, I may be liable to be disqualified from the recruitment process.

Date: _____

Signature of candidate: _____