

## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,  
Behind Bethany Hospital, Shillong, East Khasi Hills District, 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)

No .MBMA(HR)/154/2021/743

Dated Shillong the 01<sup>st</sup> October 2024

### ADVERTISEMENT

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

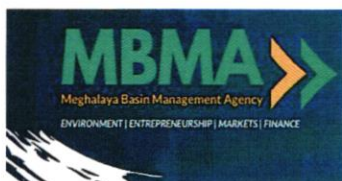
#### I. Positions :-

Sl. No.	Position	Desired Qualifications & Experiences	No. of Positions	Place of Posting
1.1	Assistant Manager (Documentation)	<p><b>Desired Qualification:</b> Postgraduate in Mass Communication or related fields.</p> <p><b>Desired Experience:</b> At least two years of experience in documentation, media production, or a similar role. Experience in conducting research and compiling reports. Proven experience in coordinating with communities and working in a field environment. Self-starter with a proactive attitude towards tasks and problem-solving. Strong interpersonal, communication, and presentation skills. Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc.). Familiarity with photo and video documentation techniques.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Conducting research to gather relevant data and information for documentation purposes.</li><li>• Engaging in outreach activities to connect with communities and stakeholders.</li><li>• Extensive travel for fieldwork, community interaction, and documentation activities.</li><li>• Photo documentation of events, projects, and community activities.</li><li>• Video documentation, including filming, editing, and producing high quality videos.</li><li>• Graphic design work to create visually appealing reports, presentations, and promotional materials.</li></ul>	1	Shillong
1.2	Assistant Manager (Pre-Incubation)	<p><b>Desired Qualification:</b> Postgraduate in any stream. Preference will be given to applicants with a Master's degree in Business Administration (MBA)</p> <p><b>Desired Experience:</b> At least two years of working experience with startups. Experience in a mentorship role, providing guidance and support to early-stage entrepreneurs. Self-starter with a proactive approach to problem-solving. Strong interpersonal, communication, and presentation skills. Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc.). Experience in organizing and conducting workshops and training sessions.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Conducting workshops and training programs to support and mentor startups.</li><li>• Coordinating and engaging with local startups.</li><li>• Managing vendor relationships and ensuring the smooth execution of programs.</li><li>• Extensive travel to various locations for outreach, meetings, and support activities.</li></ul>	1	Shillong

		<ul style="list-style-type: none"> <li>Supporting the pre-incubation phase by providing necessary resources, guidance, and mentorship to budding entrepreneurs.</li> </ul>		
1.3	<b>Program Associate (Academics)</b>	<p><b>Desired Qualification:</b> Postgraduate in any stream. Preference will be given to applicants with experience in working with Academia/ related project work.</p> <p><b>Desired Experience:</b> At least one year of working experience. Experience in a mentorship role, providing guidance and support to idea stage projects. Self-starter with a proactive approach to problem-solving. Strong interpersonal, communication, and presentation skills. Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc). Experience in organizing and conducting workshops and training sessions. Connections with existing academia landscape in Meghalaya.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Oversee functioning of E-cells.</li> <li>Increase participating institutions in opening E-cells.</li> <li>Capacity building of Faculty.</li> <li>Conducting workshops and training programs to support and mentor academic institutions.</li> <li>Extensive travel to various locations for outreach, meetings, and support activities.</li> <li>Validate Utilization certificates – fund appropriation</li> <li>Build Alumni networks for coaching support for both students and faculty.</li> <li>Engage in community activities to encourage family support to enterprising students.</li> </ul>	1	Tura

- For applying the above positions; candidates has to fill the 'Application Form' from the following link: <https://forms.gle/xmfQt5HsxjfhQEWx9>
- All applications should be submitted through online mode only. No other mode of applications will be entertained.
- For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
- Last date for receipt of applications is **15<sup>th</sup> October 2024 (upto 05:00PM)** and applications received after the last date will not be considered.

**Sd/-**  
**Executive Director**  
**Meghalaya Basin Management Agency**



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No .MBMA(HR)/154/2021/744

Dated Shillong the 01<sup>st</sup> October 2024

### NOTIFICATION

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

#### I. Positions :-

Sl. No.	Position	Desired Qualifications & Experiences	No. of Positions	Place of Posting	Monthly Emolument
1.1	Assistant Manager (Documentation)	<p><b>Desired Qualification:</b> Postgraduate in Mass Communication or related fields.</p> <p><b>Desired Experience:</b> At least two years of experience in documentation, media production, or a similar role. Experience in conducting research and compiling reports. Proven experience in coordinating with communities and working in a field environment. Self-starter with a proactive attitude towards tasks and problem-solving. Strong interpersonal, communication, and presentation skills. Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc.). Familiarity with photo and video documentation techniques.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Conducting research to gather relevant data and information for documentation purposes.</li><li>• Engaging in outreach activities to connect with communities and stakeholders.</li><li>• Extensive travel for fieldwork, community interaction, and documentation activities.</li><li>• Photo documentation of events, projects, and community activities.</li><li>• Video documentation, including filming, editing, and producing high quality videos.</li><li>• Graphic design work to create visually appealing reports, presentations, and promotional materials.</li></ul>	1	Shillong	Rs. 31,200/-
1.2	Assistant Manager (Pre-Incubation)	<p><b>Desired Qualification:</b> Postgraduate in any stream. Preference will be given to applicants with a Master's degree in Business Administration (MBA)</p> <p><b>Desired Experience:</b> At least two years of working experience with startups. Experience in a mentorship role, providing guidance and support to early-stage entrepreneurs. Self-starter with a proactive approach to problem-solving. Strong interpersonal, communication, and presentation skills. Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc.). Experience in organizing and conducting workshops and training sessions.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Conducting workshops and training programs to support and mentor startups.</li><li>• Coordinating and engaging with local startups.</li><li>• Managing vendor relationships and ensuring the smooth execution of programs.</li><li>• Extensive travel to various locations for outreach, meetings, and support activities.</li><li>• Supporting the pre-incubation phase by providing</li></ul>	1	Shillong	Rs. 31,200/-

		necessary resources, guidance, and mentorship to budding entrepreneurs.			
1.3	<b>Program Associate (Academics)</b>	<p><b>Desired Qualification:</b> Postgraduate in any stream. Preference will be given to applicants with experience in working with Academia/ related project work.</p> <p><b>Desired Experience:</b> At least one year of working experience. Experience in a mentorship role, providing guidance and support to idea stage projects. Self-starter with a proactive approach to problem-solving. Strong interpersonal, communication, and presentation skills. Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, etc). Experience in organizing and conducting workshops and training sessions. Connections with existing academia landscape in Meghalaya.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Oversee functioning of E-cells.</li> <li>• Increase participating institutions in opening E-cells.</li> <li>• Capacity building of Faculty.</li> <li>• Conducting workshops and training programs to support and mentor academic institutions.</li> <li>• Extensive travel to various locations for outreach, meetings, and support activities.</li> <li>• Validate Utilization certificates - fund appropriation</li> <li>• Build Alumni networks for coaching support for both students and faculty.</li> <li>• Engage in community activities to encourage family support to enterprising students.</li> </ul>	1	Tura	Rs. 22,100/-

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: <https://forms.gle/xmfQt5HsxjfhQEWx9>

7.2 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](http://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 **15<sup>th</sup> October 2024 (upto 05:00PM)** and applications received after the last date will not be considered.
- 7.7 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/assignment 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. 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.
- 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](http://www.mbda.gov.in) and office notice board.
- 9.3 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.
- 9.4 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.
- 9.5 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.
- 9.6 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.
- 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/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**