



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, E-mail: admin.mbda@gov.in

ADVERTISEMENT

MBMA/CLLMP/HR/64/2018/74

Dated Shillong, 08th April, 2019

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	Essential Qualification	Required Experience	Job Location	Monthly Emolument
1.1	Deputy Project Director (Natural Resource Management)	Graduate or Post Graduate or equivalent in Natural Resource Management, Natural Resource and Governance, Resources Engineering, Environmental Studies, Forestry, Environmental Management, and Environmental Engineering or other related fields.	Minimum 10 years of relevant professional experience in implementation of natural resource management, environmental management and livelihood improvement or climate change adaptation or landscape management projects.	Shillong	Rs.70,000
1.2	Technical Specialist (Social Management)	Post Graduate or equivalent in Anthropology, Sociology, Applied Social Science, Environmental Science or other related fields.	Minimum 7 years of experience in relevant operational areas like social safeguard, social assessment and social development issue.	Shillong	Rs.60,000
1.3	Technical Specialist (Environmental Management)	Post Graduate or equivalent in Environmental Science, Earth Science, Forestry, Natural Resource Management or MBA in Environment Management. 'Or' B.Tech in Environmental Engineering and Management or B.Tech in Energy and Environmental Engineering.	Minimum 7 years of work experience in relevant operational environmental management and natural resource management issues. Preferably with an experience in rehabilitation of degraded forest, land, water and soil management.	Shillong	Rs.60,000
1.4	Technical Specialist (Soil & Water Conservation)	Graduate or Postgraduate or equivalent in Agricultural Science/Engineering, Natural Resource Management, Environmental Science, Hydrology, other related fields.	Minimum 7 years of relevant professional experience in soil and water conservation management and planning. Expert in implementation of programs, policies for improving environmental habitats, wetlands, or ground water or soil resources.	Shillong	Rs.60,000
1.5	Technical Specialist (Water Resources)	Graduate or Post Graduate or equivalent in Water Resources, Geology, Environmental Science, Hydrology, and other related fields.	Minimum 7 years of relevant professional experience in water resources, agriculture water management, and natural resource management projects.	Shillong	Rs.60,000
1.6	Technical Specialist (Forestry)	Post Graduate or equivalent in Forestry, Forestry Management, Agriculture, Ecology & Environmental Science having in-depth knowledge and experience in forest management or restoration.	Minimum 7 years of work experience in active forest management or restoration and natural resource management issues. Preferably with an experience in rehabilitation of degraded forest, land, water and soil management.	Shillong	Rs.60,000
1.7	Technical Specialist (Community & Rural Development)	Post Graduate or equivalent in Social Sciences, Development Studies, Social Work, Rural Development or other related fields.	Minimum 7 years of relevant professional experience in Community & Rural Development or related areas. Preferably with experience in rural & community development/ rural livelihood / social entrepreneurship/ value chain/ agribusiness development, etc.	Shillong	Rs.60,000
1.8	District Project Manager	Graduate or Post Graduate in any disciplines. Preferably with MSW/MBA in Project Management, Development Studies, Social Science, Engineering or related disciplines.	Minimum 7 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. At least minimum 5 years experience in project management or relevant domain.	Ri-bhoi district	Rs.36,000

1.9	Manager (Knowledge Management)	Graduate or Post Graduate in Mass Communication & Journalism, English, Development Studies, Natural Resource Management, Economics, Social Science, Public Policy or related disciplines.	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.	Shillong	Rs.30000
1.10	Assistant Manager (Human Resources)	MBA in Human Resource Management or Post Graduate in Personnel Management 'or' Post Graduate Diploma in Personnel Management & Industrial Relations or Post Graduate Diploma in Human Resource Management (PGD-HRM)	Minimum 3 years of hands on experience in EPF process & Payroll Management with in-depth knowledge in HR statutory and compliances.	Shillong	Rs.24,000
1.11	Programme Associate (Finance & Accounts)	Graduate or Post Graduate in Commerce, Accountancy 'Or' BBA or MBA in Financial Management, Accounting & Finance.	At least 1 or 2 years of experience in accounts, taxation, and financial management with good knowledge in chart of accounts or accounting procedure.	NGH/ WGH	Rs.17,000
1.12	Programme Associate (Environment Management)	Post Graduate in Environmental Science, Earth Science, Forestry, Natural Resource Management or MBA in Environmental Management 'or' B.Tech in Environmental Engineering and Management or B.Tech in Energy and Environmental Engineering.	At least 1 or 2 years of experience in environmental and natural resource management projects. Preferably with an experience in rehabilitation of degraded forest, land, water and soil management.	Shillong	Rs.17,000
1.13	Programme Associate (Social Management)	Graduate or Post Graduate in Sociology, Social Science, Social Work, Social Development, Anthropology with including courses in gender within the degree.	At least 1 or 2 years of experience in social development operational areas, social safeguard assessment and gender equality.	Shillong	Rs.17,000

2. Notification and prescribed application form can be downloaded from the website, www.mbda.gov.in or can be obtained free of cost from the **O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong.**
3. Details about the pre-requisite qualifications, required experience, no. of positions and monthly remuneration for the mentioned positions may be seen in the notification.
4. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
5. Application form duly filled along with self attested credentials should only be submitted to **the O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing 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.**
6. **For out station candidate**, the duly filled application form and essential documents should only be submitted **via e-mail to recruitmentmbda@gmail.com clearly indicating name of the position in the subject line.**
7. Last date for receipt of applications is **25th April 2019 (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.

Sd/-

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



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

NOTIFICATION

MBMA/CLLMP/HR/64/2018/75

Dated Shillong, 08th April, 2019

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. Vacant Positions:

Sl. No.	Name of the Position	Essential Qualification	Required Experience	Vacancy	Job Location	Monthly Emolument
1.1	Deputy Project Director (Natural Resource Management)	Graduate or Post Graduate or equivalent in Natural Resource Management, Natural Resource and Governance, Resources Engineering, Environmental Studies, Forestry, Environmental Management, and Environmental Engineering or other related fields.	Minimum 10 years of relevant professional experience in implementation of natural resource management, environmental management and livelihood improvement or climate change adaptation or landscape management projects. Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (one)	Shillong	Rs.70,000
1.2	Technical Specialist (Social Management)	Post Graduate or equivalent in Anthropology, Sociology, Applied Social Science, Environmental Science or other related fields.	Minimum 7 years of experience in relevant operational areas like social safeguard, social assessment and social development issue. Having proven track record in working on projects covering a broad range of resettlement in social management plan and social development issues. Ability to think strategically and conduct dialogue on social safeguard and social development issues. Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (one)	Shillong	Rs.60,000
1.3	Technical Specialist (Environmental Management)	Post Graduate or equivalent in Environmental Science, Earth Science, Forestry, Natural Resource Management or MBA in Environment Management B.Tech in Environmental Engineering and Management or B.Tech in Energy and	Minimum 7 years of work experience in relevant operational environmental management and natural resource management issues. Preferably with an experience in rehabilitation of degraded forest, land, water and soil management. Ability to think strategically and conduct dialogue on environmental policies and issues. Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project	01 (one)	Shillong	Rs.60,000

Current Office Address: Meghalaya Basin Development Authority/Meghalaya Basin Management Agency

C/o Meghalaya State Housing Financing Co-operative Society Ltd. Campus, Nongrim Hills, Shillong-793003

		Environmental Engineering.	cluster/village.			
1.4	Technical Specialist (Soil & Water Conservation)	Graduate or Postgraduate or equivalent in Agricultural Science/Engineering, Natural Resource Management, Environmental Science, Hydrology, other related fields having in-depth knowledge and experience in Soil & Water Conservation planning and activities.	Minimum 7 years of relevant professional experience in soil and water conservation management and planning. Expert in implementation of programs, policies for improving environmental habitats, wetlands, or ground water or soil resources. Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (one)	Shillong	Rs.60,000
1.5	Technical Specialist (Water Resources)	Graduate or Post Graduate or equivalent in Water Resources, Geology, Environmental Science, Hydrology, and other related fields having in-depth knowledge and experience in Water Resources management and planning.	Minimum 7 years of relevant professional experience in water resources, agriculture water management, and natural resource management projects. Expert in implementation of programs and policies for improving water resources (Basin Water), water management for agriculture (Rural Water) and sustainable development. Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (one)	Shillong	Rs.60,000
1.6	Technical Specialist (Forestry)	Post Graduate or equivalent in Forestry, Forestry Management, Agriculture, Ecology & Environmental Science having in-depth knowledge and experience in forest management or restoration.	Minimum 7 years of work experience in active forest management or restoration and natural resource management issues. Preferably with an experience in rehabilitation of degraded forest, land, water and soil management. Ability to think strategically and conduct dialogue on forest management or restoration matter. Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (one)	Shillong	Rs.60,000
1.7	Technical Specialist (Community & Rural Development)	Post Graduate or equivalent in Social Sciences, Development Studies, Social Work, Rural Development or other related fields.	Minimum 7 years of relevant professional experience in Community & Rural Development or related areas. Preferably with experience in rural & community development/ rural livelihood / social entrepreneurship/ value chain/ agribusiness development, etc. Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (one)	Shillong	Rs.60,000
1.8	District Project Manager	Graduate or Post Graduate in any disciplines. Preferably with MSW/MBA in Project Management, Development Studies, Social Science, Engineering or related disciplines.	Minimum 7 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 At least minimum 5 years experience in project management or relevant domain. Skills: Good written and verbal communication skills. Good knowledge of budgeting and financial analysis, management of staff, projects, documentation Computer literacy with general MS package, Spreadsheet,	01 (one)	Ri-bhoi diistrict	Rs.36,000

			PPT and data analysis, etc. Requirement: The candidate shall be stationed within the project cluster/village.			
1.9	Manager (Knowledge Management)	Graduate or Post Graduate in Mass Communication & Journalism, English, Development Studies, Natural Resource Management, Public Policy or related disciplines.	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. Experience of managing information services and repositories of knowledge and organize learning events. Good technical expertise in knowledge management as well as natural resource management issues. Skills: Good written and verbal communication skills. Trained in Knowledge Management. Excellent in research and writing reports and research documents. Knowledge of application of multimedia would be preferred. Requirement: The work will entail frequent travelling to the project cluster/village.	02 (two)	Shillong	Rs.30,000
1.10	Assistant Manager (Human Resources)	MBA in Human Resource Management or Post Graduate in Personnel Management 'or' Post Graduate Diploma in Personnel Management & Industrial Relations or Post Graduate Diploma in Human Resource Management (PGD-HRM)	Minimum 3 years of hands on experience in EPF process & Payroll Management with in-depth knowledge in HR statutory compliances. Skills: Good written and verbal communication skills. Proficient in MS package, Spreadsheet, MIS and Data Analysis, etc.	01 (one)	Shillong	Rs.24,000
1.11	Programme Associate (Finance & Accounts)	Graduate or Post Graduate in Commerce, Accountancy 'Or' BBA or MBA in Financial Management, Accounting & Finance.	At least 1 or 2 years of experience in accounts, taxation, and financial management with good knowledge in chart of accounts or accounting procedure. Preferably with computerised accountancy or tally latest version Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis.	04 (four)	Shillong/ NGH/ WGH/ SGH	Rs.17,000
1.12	Programme Associate (Environment Management)	Post Graduate in Environmental Science, Earth Science, Forestry, Natural Resource Management or MBA in Environment Management 'Or' B.Tech in Environmental Engineering and Management or B.Tech in Energy and Environmental Engineering.	At least 1 or 2 years of experience in environmental and natural resource management projects. Preferably with an experience in rehabilitation of degraded forest, land, water and soil management. Skills: Good written and verbal communication skills. Trained in GIS & Remote Sensing Application. Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (one)	Shillong	Rs.17,000
1.13	Programme Associate (Social Management)	Graduate or Post Graduate in Sociology, Social Science, Social Work, Social Development, Anthropology with including courses in gender within the	At least 1 or 2 years of experience in social development operational areas, social safeguard assessment and gender equality. Preferably with an experience in projects and resettlement in social management plan and social development issues. Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, and data analysis, etc.	01 (one)	Shillong	Rs.17,000

		degree.	Requirement: The work will entail frequent travelling to the project cluster/village.			
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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:

3.1 For position Sl. No. 1.1 Deputy Project Director (Natural Resource Management), the age limit is up to 50 years
3.2 For position Sl. No. 1.2 to 1.13 the age limit is 22 to 45 years.

4. Place of Posting:

4.1 Selected candidates shall be posted at the location mentioned above. However, the work will entail frequent travelling to 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 or can be obtained free of cost from the O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya-793003. **“Or”** can be obtained free of cost from the O/o the Basin Development Unit/District Project Management Unit located in all the districts Os/o the Deputy Commissioner, Meghalaya.

8. Submission of Application Form:

8.1 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
8.2 Application form duly filled along with self attested credentials should only be submitted to the O/o Meghalaya Basin Management Agency, C/o, Meghalaya State Housing 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.
8.3 For out station candidate, the duly filled application form and essential documents should only be submitted via e-mail to recruitmentmbda@gmail.com clearly indicating name of the position in the subject line.
8.4 Candidate must enclose along with the Application Form, recent passport size photograph, self attested copies of educational qualifications, mark-sheets, age certificate, experience certificate, etc
8.5 Candidates who wish to apply for more than one post should submit a separate application for each position.
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 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.

8.8 Last date for receipt of applications is **25th April 2019 (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 test and personal interview for all positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

9.2 For position **Sl. No.1.11 (Programme Associate –Finance & Account)**, the Written Test/ Personal Interview will be held in Tura.

9.3 For position **Sl.No.1.1 to 1.10, 1.12, 1.13**, 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 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/-

Chief Executive Officer

Meghalaya Basin Management Agency

Meghalaya State Housing Financing Cooperative Society Ltd. Campus

Nongrim Hills, Shillong, Meghalaya-793003