



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

No.MBMA(HR-JICA)/98/2019/249

Dated Shillong the, 17th December, 2019

ADVERTISEMENT

The Meghalaya Basin Management Agency (MBMA) is implementing the Japan International Cooperation Agency (JICA) an externally aided project for Community-Based Forest Management and Livelihoods Improvement in Meghalaya. MBMA invites applications in a prescribed form from eligible candidates for the following contractual posts:

1. Positions:

SI No	Name of the Post	Experience	Qualifications	Job Location	Monthly Emolument
1.1	Manager (NRM)	Graduate or Post Graduate or equivalent in Natural Resource Management and Governance, Environmental Studies, Forestry, Environmental, Agriculture, Agriculture Engineering, Botany, Microbiology, Zoology, Environmental Engineering or other related fields.	Minimum 5 years of relevant professional experience in implementation of natural resource management, environmental management and livelihood improvement or climate change adaptation or related field. Person with experience in implementing Externally Aided Projects will be preferred. Skills: -Good written and verbal communication skills. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	Shillong & Tura	Rs.30,000/-
1.2	Programme Associate (NRM)	Graduate or Post Graduate or equivalent in Natural Resource Management and Governance, Environmental Studies, Forestry, Environmental, Agriculture, Agriculture Engineering, Botany, Microbiology, Zoology, Environmental Engineering or other related fields.	0-1year of relevant professional experience in natural resource management, environmental management and livelihood improvement or related field. Skills: -Good written and verbal communication skills. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	Shillong/ Tura	Rs.15,000/ Rs.17000 (Based on educational qualifications)
1.3	Technical Specialist (GIS/ RS)	Graduate or Post-Graduate in any disciplines with Post Graduate Diploma in Remote Sensing/GIS or a Certificate course in GIS will be preferred. Candidates with qualifications in geography, cartography, forestry, environment or a relevant social science/natural resource discipline will be preferred.	- Minimum 7 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. -At least minimum 5 years experience in GIS & Geospatial operation and Drone operation with proficient in GIS based mapping will be preferred Skills: -Good written and verbal communication skills. -Good technical expertise in computing and GIS operation. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	Shillong	Rs.36,000/-

1.4	Technical Specialist (Drone)	Graduate or Post-Graduate in any disciplines with certificate course or training in on Drone operation will be preferred.	Minimum 3 years of experience in conducting field survey using a drone for monitoring, process drone data operation and preparing site wise reports on monitoring outputs Skills: -Good written and verbal communication skills. -Good technical expertise in computing and GIS operation. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	Shillong	Rs.36,000/-
1.5	Programme Associate (GIS)	-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.	-0-1 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 Skills: -Good written and verbal communication skills. -Good technical expertise in computing and GIS operation. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	Shillong	Rs.15,000/ Rs.17,000 (Based on educational qualifications)
1.6	Programme Associate (Monitoring & Evaluation)	-Graduate or Post-Graduate in statistics, demographics, public policy, development studies, social sciences, engineering or related disciplines. -Preferably with advanced certificate in M&E, statistics, or social sciences.	Minimum 3 years of experience in monitoring, evaluation, and planning in rural development projects. Well versed in data research, documentation, data gathering and monitoring. Skills: -Good written and verbal communication skills. Good level of proficiency in Windows -Excel and quantitative and qualitative analysis Requirement: The work will entail frequent travelling to the project cluster/village.	Shillong	15000/ 17000 (based on educational qualification)
1.7	Programme Associate (Finance & Accounts)	Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	-Minimum 6 months 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.	11 District & 22 Blocks (For detail location pls refer to Notification Sl. No. 4.2)	Rs.15,000/ Rs.17000 based on educational qualification)

- 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 any of the Office of the Deputy Commissioner & Chairman, Basin Development Unit at the 11 (eleven) district headquarters.
- The above positions are on contractual basis. Details about the pre-requisite qualifications and experience for the above positions may be seen in the notification.
- Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- Application form duly filled along with self attested credentials should only be submitted to the **O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003.**
- For out station candidate, the duly filled application form and documents should only be submitted **via e-mail to recruitmentmbda@gmail.com** clearly indicating name of the position in the subject line.
- Last date for receipt of applications is **15th January, 2020 (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.


 (Shantaku Sharma, IAS)
 Executive Director

Meghalaya Basin Management Agency



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NOTIFICATION

The Meghalaya Basin Management Agency (MBMA) is implementing the Japan International Cooperation Agency (JICA) an externally aided project for Community-Based Forest Management and Livelihoods Improvement in Meghalaya. MBMA invites applications in a prescribed form from eligible candidates for the following contractual posts:

1. Positions:

Sl No	Name of the Post	Experience	Qualifications	No. of Position	Job Location	Monthly Emolument
1.1	Manager (NRM)	Graduate or Post Graduate or equivalent in Natural Resource Management and Governance, Environmental Studies, Forestry, Environmental, Agriculture, Agriculture Engineering, Botany, Microbiology, Zoology, Environmental Engineering or other related fields.	Minimum 5 years of relevant professional experience in implementation of natural resource management, environmental management and livelihood improvement or climate change adaptation or related field. Person with experience in implementing Externally Aided Projects will be preferred. Skills: -Good written and verbal communication skills. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	02 (Two)	Shillong & Tura	Rs.30,000/-
1.2	Programme Associate (NRM)	Graduate or Post Graduate or equivalent in Natural Resource Management and Governance, Environmental Studies, Forestry, Environmental, Agriculture, Agriculture Engineering, Botany, Microbiology, Zoology, Environmental Engineering or other related fields.	0-1 year of relevant professional experience in natural resource management, environmental management and livelihood improvement or related field. Skills: -Good written and verbal communication skills. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	02 (Two)	Shillong/ Tura	Rs.15,000/ Rs.17000 (based on educational qualifications)
1.3	Technical Specialist (GIS/ RS)	Graduate or Post-Graduate in any disciplines with Post Graduate Diploma in Remote Sensing/GIS or a Certificate course in GIS will be preferred. Candidates with qualifications in geography, cartography, forestry, environment or a relevant social science/natural resource discipline will be preferred.	- Minimum 7 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. -At least minimum 5 years experience in GIS & Geospatial operation and Drone operation with proficient in GIS based mapping will be preferred Skills: -Good written and verbal communication skills. -Good technical expertise in computing and GIS operation. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (One)	Shillong	Rs.36,000/-

1.4	Technical Specialist (Drone)	Graduate or Post-Graduate in any disciplines with certificate course or training in on Drone operation will be preferred.	Minimum 3 years of experience in conducting field survey using a drone for monitoring, process drone data operation and preparing site wise reports on monitoring outputs Skills: -Good written and verbal communication skills. -Good technical expertise in computing and GIS operation. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	01 (One)	Shillong	Rs.36,000/-
1.5	Programme Associate (GIS)	-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.	-0-1 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 Skills: -Good written and verbal communication skills. -Good technical expertise in computing and GIS operation. -Computer literacy with general MS package, spreadsheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village.	03 (Three)	Shillong	Rs.15,000/ Rs.17,000 (based on educational qualifications)
1.6	Programme Associate (Monitoring & Evaluation)	-Graduate or Post-Graduate in statistics, demographics, public policy, development studies, social sciences, engineering or related disciplines. -Preferably with advanced certificate in M&E, statistics, or social sciences.	Minimum 3 years of experience in monitoring, evaluation, and planning in rural development projects. Well versed in data research, documentation, data gathering and monitoring. Skills: -Good written and verbal communication skills. Good level of proficiency in Windows -Excel and quantitative and qualitative analysis Requirement: The work will entail frequent travelling to the project cluster/village.	03 (Three)	Shillong	Rs.15000/ Rs.17000 (based on educational qualification)
1.7	Programme Associate (Finance & Accounts)	Graduate or Post Graduate in Commerce, Accountancy or BBA or MBA in Financial Management, Accounting & Finance.	-Minimum 6 months 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.	33 (Thirty Three)	11 District & 22 Blocks (For detail location pls refer to Notification SI. No. 4.2)	Rs.15,000/ Rs.17000 (based on educational qualification)

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 the position.

3. **Age Limit:**The age limit is 22 to 45 years

4. Place of Posting:

4.1 Selected candidates shall be posted at the location mentioned above.

4.2 For the position of Programme Associate (Finance & Accounts), the place of posting will be in 11 District Headquarter and 22 Blocks.

Name of the 11 District: EKH, WKH, SWKH, EJH, WJH, RBH, WGH, EGH, NGH, SWGH, SGH

Name of the 22 Blocks: Songsak, Rongjeng, Samanda, Resubelpara, Kharkutta, Rongra, Gasuapara, Baghmara, Umling, Umsning, Thadlaskein, Rongram, Dalu, Tikrikilla, Gambegre, Zikzak, Betasing, Mawkynew. Mairang, Saipung

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 MBDA 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 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 should only be submitted to the O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003 'or' at the O/o Basin Development Unit (BDU)/ District Project Management Unit (DPMU), of the 11 (eleven) District Headquarters, Meghalaya.
- 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.
- 8.4 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.
- 8.5 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.
- 8.6 Last date for receipt of applications is **15th January, 2020 (upto 5.00 p.m.)** and no application received after the last date will be considered. MBDA 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 the position. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 9.2 The Written Test/ Personal Interview may be held in Shillong only.

10. General Information:

- 10.1** The pre-requisite qualifications and experiences are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBDA 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 and 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** MBDA 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, MBDA 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. MBDA 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** MBDA reserves the right to extend the closing date for receipt of applications. MBDA 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.


(Shantanu Sharma, IAS)
Executive Director