



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003
(Reg No. SR/MBDA – 4/11 OF 2011)
Phone: +91-364- 2522921/2522992
Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

File No. MBDA/MBMA-4/2013/Vol-IX/492

Dated, Shillong, 19th June, 2026

ADVERTISEMENT

The Meghalaya Basin Development Authority (MBDA) invites applications from eligible candidates to fill up the following positions on contractual basis. The detailed information's regarding the application form link, advertisement, notification, and the Terms of Reference are made available in MBDA's website: <https://www.mbda.gov.in>

1. Position:

Sl. No.	Position	Qualifications, Experiences & Skills Required	Monthly Emolument
1.1	Executive Associate	Qualification: Graduate or Post Graduate from a recognized university/institution. Experience Required: Minimum 5 years of proven working experience in the role of Executive Assistant/ Personal Secretary or similar role with senior level positions. Experience in liasoning with different State Government department and Government of India. <i>For detailed information about the position, please refer to the advertisement notification and the TOR mentioned on the website.</i> Requirement: i) Strong working knowledge of English (written and spoken), and one or more local language (Khasi or Garo), knowledge of Hindi is an advantage.	Negotiable

- 2. For applying the above positions; candidate has to fill the 'Application Form' from the following link; <https://mbda.jotform.com/261692867050968>
- 3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
- 4. For detail information about the positions and the terms of reference are made available on MBDA's website: <https://www.mbda.gov.in> and <https://www.mbma.org.in>
- 5. Last date for receipt of applications is **30th June 2026 (Up to 5:00 pm)** and applications received after the last date will not be considered.

Sd/-
Sucielia Myllemngap
General Manager – Human Resources
Meghalaya Basin Development Authority



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NOTIFICATION

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Position:

Sl. No.	Position	Qualifications/Experiences/Skills	Place of Posting	No. of Vacancy	Pay
1.1	Executive Associate	Qualification: Graduate or Post Graduate from a recognized university/institution. Experience Required: Minimum 5 years of proven working experience in the role of Executive Assistant/ Personal Secretary or similar role with senior level positions. Experience in liasoning with different State Government department and Government of India. Skills Required: i) Secretariat/administrative support. ii) Programme coordination & management/PMU support with strong scheduling and follow-up requirements iii) Corporate/NGO/development sector roles involving high-volume coordination and documentation iv) Experience working with senior government leadership/C-suite. v) Fast, accurate note-taking and ability to convert notes into action lists vi) Ability to deliver creative content (text, image and video) vii) Excellent analytical and multitasking skills viii) Integrity and Confidentiality. <i>For detailed information about the position, please refer to the advertisement notification and the TOR mentioned on the website.</i> Requirement: i) Strong working knowledge of English (written and spoken), and one or more local language (Khasi or Garo), knowledge of Hindi is an advantage ii) The role involves dynamic scheduling and may require early starts/late hours on certain days.	Shillong	01	Negotiable

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: 45 years

4. Place of Posting: Selected candidate shall be posted at the location mentioned in the TOR which will entails frequent travelling as and when required.

5. Remuneration:

5.1. The monthly fees or emolument shall be as mentioned in the pay column or TOR.

5.2. The payment of monthly emoluments shall be linked to the deliverables assigned to the position.

5.3. House Rent Allowance (HRA) will be included additionally as may be admissible from time to time.

5.4. EPF, Medical Allowance will be included.

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 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 MBDA to that effect.

7. How to Apply:

- 7.1. For applying the above positions; candidates have to fill the 'Application Form' from the following link;
<https://mbda.jotform.com/261692867050968>
- 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
- 7.5. Incomplete application shall not be entertained and is liable to be rejected.
- 7.6. Last date for receipt of applications is **30th June 2026** (Up to 5:00 pm) 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.
- 7.8. Meghalaya citizens residing outside the state with relevant expertise and experience are encouraged to apply for the advertised post.

8. Selection Process:

- 8.1. There will be written/technical test and personal interview for the positions. Written/Technical 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. 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.
- 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 and office notice board.
- 9.3. 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.
- 9.4. 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.
- 9.5. 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.
- 9.6. 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.
- 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, 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.

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General Manager – Human Resources
Meghalaya Basin Development Authority