



GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DEPUTY COMMISSIONER  
BASIN DEVELOPMENT UNIT (IBDLP/MBDA)  
NONGPOH, RI-BHOI DISTRICT



DPMU/RB/MBDA/4/2017-18/78<sup>c</sup>

Dated; Nongpoh the 16<sup>th</sup> Sept 2020

To,  
District Information Public Relation Officer  
Ri Bhoi District, Nongpoh

**Subject: Publishing of Advertisement for the following Vacancy**

Sir,

With reference to the subject cited above, I am to request you to kindly publish the advertisement inviting application from eligible candidates on contractual basis. Candidate may apply through Standard form along with all self attested testimonial certificates. The last date for submission of application is 20<sup>th</sup> October up to 3:00 pm

Sl.No	Name of the Post	No of Post	Desired Experiences	Qualification	Monthly Emolument
1	Multi Task Assistant	1	<ul style="list-style-type: none"><li>• Good Written &amp; Verbal Communication Skills</li><li>• Knowledge of Computer ( Typing, Xerox &amp; Printing)</li><li>• Knowledge in Office Management &amp; Field related work</li></ul>	XII passed	Rs. 10000/-
2	Driver	2	<ul style="list-style-type: none"><li>• 3-5 years experience in Driving LMV &amp; HMV Vehicles</li><li>• Knowledge in Minor Repairs</li><li>• Valid Driving License</li></ul>	VIII passed	Rs.12000/-

All application will be receive via online mode in the official email id [www.mbmaribhoi@gmail.com](mailto:www.mbmaribhoi@gmail.com) .Candidates are advice to visit the website [www.ribhoi.gov.in](http://www.ribhoi.gov.in) for written test details. **Canvassing of any kind will lead to disqualification of the candidate.** Preference will be given to local candidate only

R.M. Kurbah, IAS  
Deputy Commissioner cum Chairman  
District Project Management Unit  
Ri-Bhoi District, Nongpoh

cc:

- District Informatic Officer, Nongpoh for necessary action.
- Senior Manager, Human Resource, MBDA/MBMA Shillong.

R.M. Kurbah, IAS  
Deputy Commissioner cum Chairman  
District Project Management Unit  
Ri-Bhoi District, Nongpoh