



GOVERNMENT OF MEGHALAYA
DIRECTORATE OF SCHOOL EDUCATION & LITERACY,
KENNELWORTH ROAD, LAITUMKHAH
MEGHALAYA, SHILLONG-793003

Email- pmudsel@gmail.com
piu1shcdm@gmail.com

No.PIU-1/16/ADB/Estt/2015/37

Dated Shillong, 1st July 2025

Advertisement

The Directorate of School Education & Literacy, Meghalaya invites applications from eligible candidates who are citizens of India for filling up the following posts under the "Supporting Human Capital Development in Meghalaya Project – Phase II" on a contractual basis for a period of one (1) year, which may be extended from time to time, subject to satisfactory performance and continuation of the project.

Sl No	Name of the post	Nos of Post	Qualification	Desirable Profile/Qualifications	Remuneration	Mode of Selection
1	Accountant under the Supporting Human Capital Development in Meghalaya - Phase II Project	1(One)	Essential: B.Com Desired: M.Com/MBA Finance	Minimum years of experience - 5 i. Daily accounting tasks, bookkeeping ii. Preparation of payroll, budget and expenditure iii. Preparation of UC's, Fund requisition, Bank Reconciliation Statements iv. Timely validating of bills and release of vendor related payments v. Timely validating and release of travel and other claims vi. Assist and coordinate auditing related works vii. Coordinate with districts for all accounting works viii. Timely preparation of Monthly/Quarterly/Annual reports ix. Knowledge of applicable taxes and related compliance	35,000 per month (fixed)	Interview

Age Limit for the above posts: 18 to 32 years. Upper age limit is relaxable by 5 years in case of SC/ST candidates.

For detailed information about the job advertisement, notifications which has the terms and conditions of recruitment and the Terms of Reference (TORs) for the positions mentioned above, please visit the Department website at <http://ssa.megeducation.gov.in/>

Candidates having the required qualification and criteria mentioned above only, may apply for the above mentioned posts and the last date for submission of completed application is **11th July 2025** before **5:00 P.M.** Application submitted after the last date will not be entertained.

Interested candidates are invited to submit their application and CV through the online Google Form. https://docs.google.com/forms/d/e/1FAIpQLSetx6LcMewfW_Zh8IUmM_t7T2Jrc_nZgxAlRnIZif4tixlYew/viewform

Only the Shortlisted Candidates will be called for the interview.

Sd/-
(Shri. Banteilang J Kharshandi, MCS)
Director of School Education & Literacy,
Meghalaya, Shillong.