

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF EDUCATIONAL RESEARCH AND TRAINING LAITUMKHAH,
NONGRIMMAW, SHILLONG-793011**

Advertisement No: DERT/SCF/4/2023/09

Dated: Shillong 8th September, 2023

INSTRUCTIONS FOR CANDIDATES

Job Title: Accountant

Last Date to Apply: 29th September 2023.

Job Details: Applications are invited for the position of *Accountant* on *purely contractual basis for a period of 6 (six) months only at DERT, Shillong*. (likely to be extended on the basis of efficiency)

Number of posts: Accountant – 1 (One) Post

Nature of post: To work with DERT faculty members in order to facilitate the development of State Curriculum Framework (SCF) for the state of Meghalaya.

Age Limit: Not less than 18 years and not more than 32 years (5 years relaxed for SC/ST)

Post	Minimum Qualifications	Knowledge, Skills and Experience requirements	Work Description	Remuneration
Accountant	B. Com with 60% marks from a recognized University / Institute (5% relaxed for ST/SC). Candidates should also possess a certificate/diploma in Computer Application	Work Experience: <ul style="list-style-type: none">At least 1 year experience in a private / Govt. Sector.Knowledge in using Tally software.	<ul style="list-style-type: none">Typing / Data EntryCompilation of dataFiling and other secretarial work.Any other as may be assigned from time to time.	₹22,500 /- per month (fixed) (Rupees Twenty-Two Thousand, Five hundred per month)

How to apply:

Candidates having the requisite skills and experience only need to apply through the following Google Form link provided below:

Link: <https://forms.gle/mnoW2DxiPPMpyMXAA>

Applications sent through emails etc., will be rejected.

Selection Process:

Preference will be given to candidates with demonstrable skills. Shortlisted candidates will be intimated via the email which they have provided. The shortlisted candidates will need to appear for a personal interview. There will not be any travel allowance for the interview. The selected candidates are expected to join within five days from the date of appointment.

Supporting Documents required while appearing for the interview:

- Detailed Resume
- Undergraduate Degree, Class XII Marksheet and Certificate
- Postgraduate and Doctoral Degree Marksheet and Certificate (If applicable)
- Any One Photo Proof of Identity (Aadhaar Card/PAN Card/Voter ID/Driver's License)
- Birth Certificate
- Schedule Caste/Schedule Tribe Certificate (if applicable)
- Experience Certificates, Reports/Thesis.

General conditions:

- Candidates should mention in their resume all the qualifications and experience in the relevant area over and above the minimum prescribed qualification and ensure that all details are complete and accurate.
- The decision in all matters relating to eligibility, acceptance, or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of interview, will be final and binding on the candidates.
- No interim correspondence or personal enquiries shall be entertained.
- Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
- Correspondence, if any, from the DERT including interview call letter of the short-listed candidates shall be sent to the e-mail ID provided by the candidate.


(Smt. R. S. Manners, MCS)
Director

Directorate of Educational Research and Training,
Shillong, Meghalaya

www.MeghalayaPortal.Com