



# GOVERNMENT OF MEGHALAYA

## MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY



Grove Site Building 3<sup>rd</sup> Floor, Keating Road, Shillong, Meghalaya - 793001

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No.MSSDS/Admn/322/2019/Vol II/1,

Dated Shillong the 17<sup>th</sup> Feb 2026

### ADVERTISEMENT

Applications are invited from bonafide citizens of Meghalaya to fill the following post on contractual basis for a period of 1(one) year (extendable).

S N	Post/Resources Description	No. of Post	Monthly Remuneration (INR)	Required Qualification & Experience
1.	<p>Senior Manager – Finance &amp; Accounts</p> <p><b>Place of posting:</b> Shillong, East Khasi Hills.</p> <p><b>Qualification and Desirable Experience</b></p> <ul style="list-style-type: none"> <li>Chartered Accountant (CA)/ Cost Accountant (ICMA) /MBA (Finance)/M.Com or equivalent.</li> <li>Minimum 8–12 years of progressively responsible experience in finance and accounts, preferably in government programmes, Externally Aided Projects, or large organisations.</li> </ul>	1	<p><b>INR.46,800/- upto INR.60,000</b> based on experience.</p> <p>Plus Allowances: HRA – 5000/- Mobile – 800/- Internet – 200/-</p>	<p><b>1. Job Purpose:</b> The Senior Manager, Finance &amp; Accounts will be responsible for overseeing and strengthening the financial management, accounting, budgeting, and compliance functions.</p> <p><b>2. Scope of Work and Key Responsibilities</b> The Senior Manager (Finance &amp; Accounts) shall be responsible for, but not limited to, the following: A. Financial Management &amp; Accounting B. Budgeting &amp; Financial Planning C. Funds Management &amp; Compliance D. Audit &amp; Reporting E. Procurement &amp; Contract Management (Financial Aspects)</p> <p><b>2. Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>Strong analytical and financial management skills.</li> <li>Sound knowledge of accounting software and MS Office tools.</li> <li>High level of integrity, accuracy, and attention to detail.</li> <li>Strong leadership, communication, and coordination skills.</li> <li>Ability to work under pressure and meet strict deadlines.</li> </ul> <p><b>3. Remuneration</b></p> <ul style="list-style-type: none"> <li>Remuneration shall commensurate with qualifications and experience and as per approved norms of the organisation.</li> </ul> <p><b>4. Disclaimer:</b></p> <ul style="list-style-type: none"> <li>Engagement is on contractual basis only.</li> <li>No claim for regularization shall be entertained.</li> <li>MSSDS reserves the right to cancel or modify the post/advertisement process at any stage.</li> </ul> <p><b>5. Age: upto 45 Years.</b></p> <p><i>In deserving cases, the upper age limit and/or qualification &amp; experience may be relaxed.</i></p>

All applicants shall ensure that they meet the prescribed eligibility criteria prior to submission of their applications. Applications must be submitted in the prescribed **Application Form** at **Annexure** available in the MSSDS Website along with the Advertisement Notice.

The Application Form and relevant testimonials, certificates, marksheets, to be submitted to the office of the undersigned on/before the **27th of February, 2026** by **5:00PM**.

Shortlisted Candidates will be intimated, subsequently.

**Executive Director,  
Meghalaya State Skill Development Society,  
Shillong.**

**PRESCRIBED APPLICATION FORM**

1. a) Advertisement No. & Date : \_\_\_\_\_  
b) Name of the post being applied for : \_\_\_\_\_  
c) Preferred Location : \_\_\_\_\_

Paste recent  
passport size  
photograph

## 2. Personal Details:

- a) Full name of the candidate (in block letters) : \_\_\_\_\_  
b) Date of Birth (DD/MM/YYYY) : \_\_\_\_\_ Age as on 27-02-2026 \_\_\_\_\_ (should not exceed the upper age limit)  
c) Gender (Male/Female) : \_\_\_\_\_  
d) Marital Status : \_\_\_\_\_

3. Pre-requisite qualifications for the post (*starting from the highest degree obtained*):

Examination Passed	Duration of the course		Name of the College / University	Grade / Division	% of marks obtained
	From:	To:			

4. Any other qualification (*diploma course, training attended, computer course, etc.*):

Name of the Course/Training	Name of the institution	Duration of the course		Grade/Division
		From:	To:	

5. Employment Record (*starting from the current employment*):

Name of the Employer/ Organization	Duration/Period of Employment		Designation	Nature of work	Salary	Reason for leaving
	From:	To:				

a) Total years of experience attained as on 27.02.2026 : \_\_\_\_\_

b) Relevant years of experience as on 27.02.2026 : \_\_\_\_\_

6. Any other relevant information for the post being applied:

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7. Language Proficiency:

- a) Read : \_\_\_\_\_
- b) Write : \_\_\_\_\_
- c) Speak : \_\_\_\_\_

8. Permanent Address:

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9. Address for Communication:

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10. Contact details:

- i. E-mail ID : \_\_\_\_\_
- ii. Mobile : \_\_\_\_\_
- iii. Telephone Number : \_\_\_\_\_

11. All supporting documents should be enclosed for **Sl. No. 2, 3, 4 & 5** mentioned above.

12. Professional References:

*(List names and complete contact information of two persons of which one should be a direct supervisor and the other one should have good knowledge about your work.)*


**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if any information is found to be false / misleading, I may be liable to be disqualified from the recruitment process.

**Dated** : \_\_\_\_\_

**Place** : \_\_\_\_\_

**(Signature of the Candidate)**