GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY
MSSDS

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No. MSSDS/Admn/322/2019/Vol-III/58 **Dated Shillong, the 10th November, 2026**

ADVERTISEMENT

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

SN	Post/Resources Description	No. of Post	Monthly Remuneration (INR)	Required Qualification & Experience
1.	**Program Associate – Accounts** **Place of posting:** Shillong, East Khasi Hills. **Required Qualifications:** • Bachelor's Degree in Commerce (B. Com) from a recognized university/institution.	1	**INR 22,100/-** (Extendable to the post of Asst. Manager with a Pay Scale of **32,100/-** based on Exp and Eligibility) Plus Allowances: HRA – 3000/- Mobile – 500/- Internet – 200/-	**1. Job Purpose:** The Program Associate (Accounts) will independently handle day-to-day operational accounting, voucher maintenance, digital filing, and statutory compliance support. Specific duties include: **2. Desired Experience:** - **Minimum 3–5 years** of hands-on operational experience in accounting, bookkeeping, and financial execution. - Practical, working experience with Tally ERP/Tally Prime and PFMS (Public Financial Management System) is mandatory. - Demonstrated experience in handling statutory compliance (GST compilation, TDS calculation/upload support) and maintaining voucher systems - **Preferred Background:** Experience in Government Projects, State Missions, Development Sector Programs, or Externally Aided Projects (EAP) supported by World Bank, ADB, JJM, Rural Development, or Livelihood Missions. **3. Scope of Work and Key Responsibilities:** **a. Basic Accounting & Book keeping Operations** - Record daily financial transactions by preparing and posting accurate Journal Entries in accordance with standard accounting principles. - Maintain and update General Ledgers, Sub-ledgers, and verify Trial Balance figures periodically. - Prepare monthly Receipts and Payment along with Bank Reconciliation Statements (BRS) for all project and institutional bank accounts. **b. Accounting Software & Data Entry** - Execute hands-on accounting entries in Tally ERP / Tally Prime (Mandatory). - Create and manage chart of accounts, ledgers, vendor accounts, and project-specific heads in Tally. - Maintain strict voucher management workflows within the software environment. **c. Taxation & Statutory Compliance Support** - Prepare data files and assist in the timely filing of GST returns. - Process TDS (Tax Deducted at Source) deductions on vendor invoices, generate payment challans, and assist in periodic TDS return uploads. - Maintain statutory registers, tax deduction records, and compliance documentation for internal and external verification. **d. Voucher & Financial Documentation Management** - Verify, code, and process Payment Vouchers, Receipt Vouchers, and Journal Vouchers with complete supporting documentation (invoices, receipts, approval notes). - Organize systematic physical and digital filing systems to ensure audit-ready financial records. **e. PFMS (Public Financial Management System) Operations** - Perform day-to-day transaction processing on the PFMS portal (Mandatory), including vendor mapping, payment generation (EAT module/PFMS workflows), and fund tracking. - Assist in generating PFMS-based expenditure reports and Utilisation Certificate (UC) schedules. **f. Government Financial Procedures & Office Systems**

				- Process finance-related files in alignment with Government Financial Rules (GFR) and organizational financial guidelines. - Utilize eOffice / eFile systems for digital file movement, record tracking, and official correspondence processing. - Liaise with government departments, financial institutions, and partner agencies for routine operational coordination. **4. Skills & Competencies:** - **Technical Skills:** High proficiency in Tally ERP/Prime, PFMS portal workflows, MS Excel (advanced formulas, data compilation), and MS Office. - **Procedural Knowledge:** Understanding of Government Financial Rules (GFR), double-entry accounting, and eOffice file movements. - **Operational Capabilities:** Strong attention to detail, accuracy in data entry, invoice verification, and capability to manage structured filing systems. - **Soft Skills:** Effective written and verbal communication skills, cooperative team spirit, and capability to interact professionally with government stakeholders. **5. Disclaimer:** • Engagement is on contractual basis only. • No claim for regularization shall be entertained. • MSSDS reserves the right to cancel or modify the post/advertisement process at any stage. **6. Age: 21 to 35 yrs**

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 **25th November, 2026** by **5:00PM**. Shortlisted Candidates will be intimated, subsequently.

Executive Director,
Meghalaya State Skill Development Society,
Shillong.

ANNEXURE

PRESCRIBED APPLICATION FORM

Paste recent passport size photograph

1. a) Advertisement No. & Date : _____

   b) Name of the post being applied for: _____

   c) Preferred Location : _____

2. Personal Details:

   a) Full name of the candidate (in block letters): _____

   b) Date of Birth (DD/MM/YYYY) :_____and Age as on _____

   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 01.05.2021 : _

b) Relevant years of experience as on 01.05.2021 : _

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

7. Language Proficiency:

a) Read :_____

b) Write :_____

c) Speak :_____

8. Permanent Address :

9. Address for Communication:

_____

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)**