

Advertisement for Recruitment to the Post of Accountant at State Institute of Rural Development (SIRD), Meghalaya

The State Institute of Rural Development (SIRD), Meghalaya under the Community and Rural Development Department, Government of Meghalaya invites applications from the genuine residents of Meghalaya for appointment to the post of **Accountant** on a contractual basis for a period of one year, renewable based on performance.

Details of the Post

1.	Name of Post	Accountant
2.	Pay	Fixed Pay @ Rs.35,100/- p.m. + DA admissible (under State Govt. Rules)
3.	No. of Vacancy	1 (One)
4.	Minimum Essential Qualifications & Experience	<p><u>Qualification</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in Commerce (B. Com) with at least 60% marks from a recognized University/Institute (5% relaxation for ST/SC candidates). • Proficiency in Tally ERP 9 or equivalent accounting software. • Certificate/Diploma in Computer Applications. <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 2 years of experience in accounting in Government/Non-Government organizations.
5.	Maximum age permissible	32 years as on the last date of submission of the application form. Relaxation of 5 years over the upper age limit of 32 years for candidates belonging to Scheduled Tribe and Scheduled Caste.
6.	Job Requirements	<p>The selected candidate will be responsible for:</p> <ul style="list-style-type: none"> • Maintaining books of accounts under SIRD projects. • Uploading financial reports on Government of India portals etc. • Preparing financial statements and ensuring compliance with project guidelines. • Computer Literacy: Proficiency in using computers and relevant software • Performing other tasks as assigned by superiors.

Application Process

- Interested candidates must submit their online application using this link to the Google Form at <https://tinyurl.com/mjh5tva8> The date for filling up and submission of the application form is from the **17th June, 2025, to 27th June 2025**.
- Upload scanned copies of educational certificates, experience letters, and proof of identity.

Selection Process

- Shortlisting will be based on qualifications and experience.
- Shortlisted candidates will be called for a written test and personal interview.
- Final selection will be based on merit, as determined by the Selection Committee.

Important Instructions

- Only eligible candidates meeting the above criteria should apply.
- Incomplete applications or those submitted after the deadline will not be considered.
- SIRD reserves the right to cancel or modify the recruitment process without prior notice.
- Canvassing directly or indirectly will disqualify the candidature.

Contact: For queries, contact the SIRD office at **megsird@gmail.com** or visit **State Institute of Rural Development Meghalaya, Nongsder, Ri Bhoi – 793103**.

Note: Candidates are advised to regularly check the official SIRD website for updates and notifications regarding this recruitment on **<https://megsird.gov.in>**.

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Director

State Institute of Rural Development Meghalaya