

Advertisement

The Directorate of Food Processing invites applications for eligible candidates in prescribed format to fill the position of Account Executive/Accountant on contractual basis.

1. Position:

Sl. No	Name of the Position	Educational Qualification	Experience & Skills Required	No. Of Post	Job Location	Monthly remuneration
1.1	Account Executive/Accountant	Graduate in any stream preferably M.Com/ MBA with keen knowledge of Computer Applications (Microsoft Office suite)/Certificate in Computer Course preferably for 6 months or more	Preferably 3(Three) years of experience in finance sector with excellent knowledge in the following skills: <ul style="list-style-type: none">• Good communication skills in English• Organization and attention to detail• Analytical and problem solving skills• Critical thinking• Mathematical and deductive reasoning• Strong in Excel, Tally• Exposure to direct and indirect taxation, knowledge of GST filing, TDS filing.• Any knowledge of working in Government Sector will be an added advantage.	1	Shillong	₹22,000/-

2. The above post is on contractual basis for 1 (one) year and the candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.
3. The candidate should **not be below 25 years and above 40 years** on the date of application for the post.
4. Interested candidates may apply through Standard Forms and submit to the office of the Directorate of Food Processing at Room No. 406, Cleve Colony, Shillong, Meghalaya-793003 during office hours or they can submit through online mode at dofpmeghalaya@gmail.com along with all the self attested credentials **on or before the 13th October, 2020**.
5. Incomplete applications will be rejected outrightly. Only shortlisted candidates will be called for personal interview.


OSD, Directorate of Food Processing
Meghalaya, Shillong
Officer on Special Duty
Directorate of Food Processing
Govt. of Meghalaya