



MEGHALAYAN AGE LTD.
A Government of Meghalaya Undertaking

Address: Meghalayan Age Limited Office, First Floor - Shalom Building,
Lower Lachumiere, Shillong - 793001, Meghalaya
(CIN No. U74999ML2020SGC013727)

Phone number: 0364-7966770/67

Email ID: contact@themeghalayanage.com

Advertisement No. MAL/274/2024/109

Dated Shillong the 21st August, 2026

ADVERTISEMENT

The Meghalayan Age Ltd (MAL) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis.

Sl. No.	Name of the Position	Educational Qualification	Experience & Skills Required	No. of Vacancies	Monthly Emolument
1.1	Assistant Finance Manager	Bachelor of Commerce (B. Com) from a recognized university or institution.	Job Description: - The Assistant Finance Manager will report to the Finance Manager, Chief Financial Officer, or other authorised officer. - Assist in day-to-day finance and accounting operations. - Ensure accurate compilation, analysis and reporting of accounting data and adherence to approved financial procedures. - Support financial audits, statutory compliance and maintenance of effective internal controls and audit trails. Activities and Tasks The responsibilities will include: - Maintain books of account, ledgers, journals, vouchers and supporting financial records. - Verify bills, invoices, claims and payment proposals for accuracy, budget availability and required approvals. - Prepare bank and ledger reconciliations and ensure timely resolution of outstanding items. - Assist in budgeting, revised estimates, cash flow forecasting, and expenditure monitoring, including Externally Aided Projects (EAPs) undertaken by MAL. - Support TDS, GST, PF, ESI and other applicable statutory deductions, deposits, returns and records. - Prepare monthly and quarterly financial statements, management reports and variance analyses. - Coordinate audit schedules and records and assist in closing internal and external audit observations. - Operate Tally Prime and applicable government e-billing or payment systems while maintaining data confidentiality.	2	₹ 31200/-



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Sl. No.	Name of the Position	Educational Qualification	Experience & Skills Required	No. of Vacancies	Monthly Emolument
			Essential Skills: - Working knowledge of Tally Prime and proficiency in MS Excel and other office applications. - Practical knowledge of accounting procedures, bank reconciliation, statutory compliance and financial reporting. - Strong written and verbal communication, attention to detail, integrity and ability to manage multiple tasks. - Experience with government financial procedures, e-billing systems or audit documentation will be desirable. Desired Experience: Minimum 3 years of relevant experience in accounting and finance.		
1.2	Accountant	Minimum of a B.com or a Finance & Accounting graduate	Job Description: - To organize, inspect and maintain financial and tax documents. - Monitor and report on accounting discrepancies. - Responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year. - Manage all accounting transactions. - Reinforce financial data confidentiality and conduct database backups when necessary. - Comply with financial policies and regulations. Essential Skills: - Work Experience as an Accountant. - Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP). - Hands-on experience with accounting software, with Tally being a mandatory requirement, along with proficiency in office software packages such as MS Word, Excel, and PowerPoint. - Strong written and verbal communication. - Strong interpersonal skills and ability to establish working relations with various teams. - Ability to manage multiple tasks simultaneously. - Willingness to travel for work purpose. Desired Experience: Minimum 1 year of experience as an Accountant	2	₹ 22100/-

1. **Age Limit:** Up to 35 years.



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2. Place of Posting: Selected candidates shall be posted in Shillong.

3. Remuneration:

3.1 The monthly emolument is mentioned in the above column.

3.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

4. Duration of Contract: The above positions are on contractual basis.

4.1 The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MAL and continuance of the project you are engaged with.

4.2 A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidate with the MAL to that effect.

5. Prescribed Application Form: Prescribed application form can be downloaded from Meghalayan Age Limited website, <https://www.themeghalayanage.com/recruitments> "Or" can be obtained free of cost from the **O/o Meghalayan Age Limited, Shalom Building, 1st Floor, Lower Lachumiere, Shillong – 793001, Meghalaya, India.**

6. Mode of Submission of Filled Application Form:

6.1 Direct Submission" to **O/o Meghalayan Age Limited, Shalom Building, 1st Floor, Lower Lachumiere, Shillong – 793001, Meghalaya, India.** "Or" "Via-email" to o recruitment@themeghalayanage.com.

6.2 Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as "**Application for the position of _____**".

6.3 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.

6.4 Candidates must enclose along with the Application Form, recent passport size photograph, and self-attested copies of the following documents.

6.4.1 Filled Application form

6.4.2 Updated Resume

6.4.3 Educational qualifications certificates

6.4.4 Proof of Experience or Experience Certificates

6.4.5 Latest salary slips or proof of salary from the current or previous organizations

6.4.6 Additional or technical qualifications certificates (if any)

6.4.7 Identity Proof (PAN Card or Aadhar Card)

6.5 Incomplete application shall not be entertained and is liable to be rejected. However, an extra sheet of A4 size may be attached, wherever necessary, mentioning the serial no.

6.6 In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.

6.7 Last Date for submission of application is **9th September, 2026**. Application received after the last date will not be entertained and MAL will not be responsible for any kind of postal loss or transit delay.



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7. Selection Process

- 7.1 There will be personal interview for the position and the candidates will also have to attend a skill evaluation test. These will be notified to them basis selection.

8. General Information:

- 8.1 The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MAL reserves the right to restrict the candidates to be called for interview to a reasonable number based on qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.
- 8.2 Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. Shortlisted candidates will be directly reached out by HR department.
- 8.3 The number of vacancies indicated in the advertisement and notification is tentative. MAL reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.
- 8.4 MAL reserves the right to extend the closing date for receipt of applications. MAL also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.
- 8.5 No TA/DA shall be paid for attending the interview.

Sd/-

[Shri. Robert Lyngdoh]

Chief Administrative Officer
Meghalaya Age Limited

CC:

1. Shri. Vijay Kumar D, IAS, Chairman cum Managing Director, Meghalayan Age Limited, for kind information.
2. Shri. C. V. D. Diengdoh, IAS, Executive Director, Meghalayan Age Limited, for kind information.
3. Smti. Arkinie Tiarang, Chief Financial Officer, Meghalayan Age Limited, for kind information.