

Advertisement

Meghalaya Mineral Development Corporation Limited

(A Government of Meghalaya Undertaking)

E mail ID: mmdcltd.shg@gmail.com

Regd. Office: At DMR's Campus, Risa Colony, Shillong – 793003, Meghalaya

Ref. No. MMDC/AM(F&A)2021- 7183 Shillong Dated the 1st April, 2022

Notification

Meghalaya Mineral Development Corporation Ltd. (MMDC Ltd.) invites applications in Standard format from eligible candidates for one post of Assistant Manager (Finance & Accounts) on **contractual basis**.

1. Academic Qualification: *Graduate in commerce with three years articleship training under practicing Chartered Accountants or CA/ICoAI intermediate.*
2. Required Skills: *Good Working knowledge of Tally, MS Office & Generally Accepted Accounting Principles, managerial skill, good written and verbal communication skill etc.*
3. Pay Level: **Consolidated Pay Rs: 55000/- to 68000/- per month based on experience (No other allowances will be paid)**
4. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance with satisfaction.
5. Last Date to apply: **27th April, 2022**
6. Application Fee (Non-refundable): **Rs: 500/- (Rs: 250/- for SC/CT) by Demand Draft in favour of Meghalaya Mineral Development Corporation Limited. Payable at Shillong.**
7. Age Limit: **Minimum age 21 years Maximum age as per the revised age norms of the State Government as on 01/01/2022.**
8. No TA/DA shall be paid for attending written test and interview.
9. 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 Corporation.
10. Canvassing of any kind will render to disqualification.

Further details of job responsibility and any other information may be obtained from the office of the Corporation at DMR's Campus, Risa Colony, Shillong.

MMDC reserve the right to accept or reject any or all the applications without assigning any reason thereof.

Sd/-

Managing Director

Meghalaya Mineral Development Corporation Ltd.