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## MEGHALAYA TECHNOLOGY PARKS SOCIETY

Shillong Technology Park-I, Umsawli, New Shillong 793012

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No.MTPS.01/2024/06

Dated Shillong 31<sup>st</sup> October 2024

### Advertisement Notice

The Meghalaya Technology Parks Society (MTPS), a Society registered under the Meghalaya Societies Registration Act, XII of 1983, invites online applications from eligible candidates for the following position on Contract basis.

| Sl.No | Name of Posts | No. of Posts | Approx. Consolidated Pay (in Rupees)/ month |
|-------|---------------|--------------|---|
| 1     | Accountant    | 1            | Rs. 22,000/-                                |

The details regarding educational qualifications, experience etc., are available in the Information Technology website at <http://www.ditmeghalaya.gov.in>.

Interested candidates who fulfill the minimum criteria are requested to apply online on or before 25<sup>th</sup> November 2024.



(K. L. Nongbri)

Chief Executive Officer  
Meghalaya Technology Parks Society  
New Shillong, Meghalaya

## Advertisement Notice

The Meghalaya Technology Parks Society (MTPS), a Society registered under the Meghalaya Societies Registration Act, XII of 1983, invites online applications from eligible candidates for the following position on Contract basis. The last date & time for receipt of online application is 5PM on 25<sup>th</sup> November 2024.

**Job Title:** Accountant

**Work Location:** Shillong Technology Park-I, Umsawli, New Shillong - 793012

**Job Category:** Purely on contractual basis for an initial period of one year which is renewable based on performance.

**Age:** The candidate should be between the age of 18 and 35 years as on 1<sup>st</sup> April 2024

**Qualifications:** (a) BCom or BBA with Accounts or PG Diploma in Finance & Accounts  
(b) Certificate Course of minimum 6 months duration on Tally. Self-Certified Copies of the Degrees and Certificates should be submitted along with the Application.

**Other Compulsory Skills:** Practical working experience on Tally, MS Excel, MS Word and MS PowerPoint.

**Post-qualification experience:** Minimum 3 years in a Government Organization/ Non-Government Society or 5 years in case of other organizations and the candidate must have used Tally for day-to-day work in these organization. Experience Certificate from the Employer should be enclosed with the application.


**Consolidated Monthly Remuneration:** Rs. 22,000/- per month

**Selection process:** Only candidates who meet the minimum qualification criteria shall be shortlisted for a written examination. The date, time and venue of the written test along with the names of the shortlisted candidates will be displayed in <http://www.ditmeghalaya.gov.in>. The top ten candidates who secured the highest marks in the written examination shall be called for personal interview. The weightage to be given for the written test is 80% and for the interview 20%. The candidate who scored the highest marks in the combined score during the written test and the interview shall be selected for appointment.

### **Job Details:**

1. Manage all accounting transactions.
2. Prepare budget forecasts.
3. Prepare financial statements in time.
4. Handle monthly, quarterly and annual closings.
5. Raising Monthly Invoices/Bills of MTPS tenants.
6. Reconcile accounts payable and receivable.
7. Ensure timely bank payments and preparation of BRS.
8. Compute taxes and prepare tax returns.

9. Prepare balance sheets and profit & loss/Income Expenditure statements.
10. Prepare Utilisation Statements when necessary.
11. Any other work that may be assigned from time to time.



(K. L. Nongbri)  
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New Shillong, Meghalaya