

MEGHALAYA MINERAL DEVELOPMENT CORPORATION LIMITED



(A Govt. of Meghalaya Undertaking)

Regd. Office: At DMR's Campus, Risa Colony, Shillong 793 003, Meghalaya (INDIA)

E mail ID: mmdcltd.shg@gmail.com CIN: U14107ML1981SGC001874

☎ 0364 - 2222475 (O), Fax: 0364 - 2220452

Ref.No. MMDC/Accountant(F&A)/2024 - 7763

Date: 2nd January, 2025

To,

The Director,
Directorate of Information and Public Relations,
Meghalaya, Shillong.

Sub: Advertisement.

Sir/Madam,

Please find enclosed herewith an advertisement of this Corporation to be published either on 7th or 8th January, 2025 (single edition only) in 3(three) local newspapers viz. The Shillong Times, Janera and Mawphor at Government approved rate. The total space should not exceed more than 14cm X 2 columns as per the matter enclosed herewith in the given specification.

Yours faithfully,

(S.S. Syiemlieh, MCS)
Managing Director

Memo No. MMDC/Accountant(F&A)/2024 - 7763A

Shillong Dated 2nd January, 2025

Copy To:

1. The Joint Secretary to the Govt. of Meghalaya, Mining & Geology Department, Shillong, Meghalaya for kind information.
2. The NIC for uploading the same in their website.
3. Office of the Employment Exchange, Directorate of Employment & Craftsmen Training, Government of Meghalaya, Grove side, Keating Road, Shillong-793001 for kind information and needful.

Managing Director

NIC - MSU - SHILLONG
Dairy No.: 09
Date: 02/01/2025
File No: d:15pa

SSS7520/2025/MEGSU

Specimen copy of Advertisement for the post of Accountant

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/ACCOUNTANT(F&A)/2024-7763

Shillong Dated 02.01.2025

Notification

Meghalaya Mineral Development Corporation Ltd. (MMDC Ltd.) invites applications in Standard format from eligible candidates (as per criteria given below) for one post of Accountant on **contractual basis**.

1. Academic Qualification: *Masters in Accountancy.*
2. *Preference will be giving for those who have three years articleship training or work experience under practising Chartered Accountants.*
3. Required Skills: *Good Working knowledge of Tally, MS Office.*
4. Pay Level: **Consolidated Pay Rs: 40000/- to 50000/- per month based on experience (No other allowances will be paid).**
5. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance with satisfaction.
6. Last Date for submission of application: **31st January, 2025.**
7. Application Fee (Non-refundable): **Rs: 500/- (Rs: 250/- for SC/ST) by Demand Draft in favour of Meghalaya Mineral Development Corporation Limited. Payable at Shillong.**
8. Age Limit: **Minimum age 21 years Maximum age as per the revised age norms of the State Government as on 01/01/2025.**
9. No TA/DA shall be paid for attending written test and interview.
10. 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.
11. Canvassing of any kind will render to disqualification.
12. The Corporation shall not be responsible for any postal delay.
13. The application should reach on or before the due date (31st January, 2025) at the registered office of the Corporation i.e. at DMR's Campus, Risa Colony, Shillong – 793003, Meghalaya

Further details of job responsibility and/or any queries/clarifications may contact the undersigned.

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

Sd/-

Managing Director

Meghalaya Mineral Development Corporation Ltd.