

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIRECTOR OF HEALTH SERVICES (MCH&FW)
MEGHALAYA SHILLONG

No. DHS/MCH&FW/ESTT/RECRUITMENT/23/38

Dated: Shillong the 22/07/2026

ADVERTISEMENT

Applications from citizens of Meghalaya are urgently invited for appointment on a contractual basis for an initial period of 5 months (with possible extension based on performance) to fill the following post under the Directorate of Health Services (MCH&FW), Meghalaya: -

#	Name of Post	No of Posts	Salary	Essential Qualification and Experience	Place Of Posting
1	OBB Accountant	1	INR 30,000 Per month	<u>Essential Qualification:</u> - M.COM or MBA Finance or relevant field/discipline from a recognized University/ Institution. With minimum 3 years of relevant experience in Government Departments or externally aided projects. - Certification in Tally, GST, or Financial Management will be an added advantage. <u>Essential Experience</u> - Experience in maintaining accounts using Tally ERP/Tally Prime, including bookkeeping and financial record management. - Knowledge of budgeting, financial planning, bank reconciliation, financial reporting, SOEs, Utilisation Certificates (UCs), and fund management. - Experience in procurement, vendor payments & bills processing, inventory management, and statutory compliance, including TDS/GST, with familiarity with Government Financial Rules (GFR) and audit requirements. - Experience in project financial management, administrative procedures, and coordination with Government departments, district and state-level finance personnel and multiple stakeholders. - Proficiency in MS Office (Word, Excel) and preparation of financial statements, reports, and supporting documentation. - Experience in supporting audits, trainings, workshops, meetings, travel claims, and reimbursement processes. - Good analytical, communication, report-writing, and interpersonal skills with proficiency in spoken and written English.	Shillong

Application Notice

- Qualified and interested candidates can submit their applications electronically through the Google Form: <https://forms.gle/nXQSPJm2M2rsVpYw9> on or before 30th July 2026, 12 PM along with soft copies of your bio-data, certificates, and job experience.
- The applications will be screened and shortlisted candidates will be intimated in due course. Any future updates will be communicated through the registered email ID or other appropriate channels.

Terms and Conditions:

- All biodata and testimonials (including CV/Resume) must be scanned and forwarded as a single PDF file (less than 10 MB). Applications that do not include all required documents will be considered incomplete and will not proceed to the next stage of the recruitment process.
- The competent authority may relax the minimum years of experience if the number of eligible candidates is low.
- Preference will be given to candidates who are domiciles of Meghalaya.
- The office of the undersigned reserves the right to cancel, extend, or re-advertise the post at its discretion.


 Director of Health Services (MCH&FW)
 Cum Jt Mission Director, NHM
 Meghalaya, Shillong