

DR. H. GORDON ROBERTS HOSPITAL

(Khasi Jaintia Presbyterian Hospital)



Jaiaw, Shillong -793002, Meghalaya

Estd - 1922

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Regd. Under Societies Registration Act XXI of 1860 Vide No. SR/DR.HGRH/44/81 of 1981 of MSR Act, XII of 1983.

DRHGRH/ADVER/4/2022/ 10261

Dt. 13.12.2024

ADVERTISEMENT

Dr. H. Gordon Roberts Hospital, Jaiaw, Shillong invites applications for the post of Finance and Accounts Officer on regular basis:

Sl. No	Name of Post	No. of Post	Age	Essential/Required qualification	Experience required
1	Finance & Accounts Officer	1	Not exceeding 45 years as on 01.01.2025	-Master's Degree in Commerce/Finance/Accounts or an MBA (Finance) Degree from a recognized University - Knowledge of the Indian Contract Act, Companies Act, IT Act, GST Act, EPF & MP Act, FCRA Act and any other Laws that are connected with the submission of mandatory accounts and filing of returns as per Law will be preferred - Must have basic IT knowledge (MS Office) with hands on working experience in usage of Accounting software such as Tally etc, for the maintenance of records compiling, consolidation and generation of periodical reports.	Must have relevant working experience for at least 5(five) years in a Supervisory Senior Accounts Officer, capacity as Manager Accounts & Finance in a reputed Government/Autonomous Body/ Corporate & Private Organisations/ Enterprises

Scale of Pay: - 38000-1140-43700-1310-50250-1510-57800-1730-66450-1990-76400-2290-87850-2640-101050

Bio-data (with contact details and relevant documents) including passport size photograph are to be submitted in an envelope Superscribed "Application for the Post of FAO to be submitted to following address

The Medical Superintendent,
Dr. H. Gordon Roberts Hospital,
Jaiaw, Shillong - 793002

The last date for receipt of Application Form is 27th December, 2024 by 3:00 PM.