

MEGHALAYA CRICKET ASSOCIATION

Notification no. MCA/Advertisement/2026/01 dated 16/01/2026

Advertisement for the position of Accountant

Meghalaya Cricket Association invites application from interested candidates for the post of Accountant on contract basis only.

A. Job Description

S. No.	Post	Accountant (01 vacancy)
1.	Pay Structure	Based on the qualifications and experience of the candidate.
2.	Tenure	On contract basis.
3.	Application Criteria	<p>a. Graduate degree in Commerce or a related professional degree (such as Chartered Accountancy, Cost and Works Accountancy or Cost Management Accountancy) or other related technical discipline with aggregate 55% marks or above.</p> <p>b. A minimum of eight (8) years of relevant full-time work experience in an accounts function.</p>
4.	Essential Experience and Skills	<p>(i) Excellent knowledge of accounting regulations and procedures;</p> <p>(ii) Working knowledge of GST, TDS and other statutory remittances;</p> <p>(iii) Hands-on experience with accounting software like Tally, QuickBooks and other ERP software;</p> <p>(iv) Proficiency in MS Office Suite and Google Workspace software.</p>
		<p>(vi) Candidate must display strong attention to detail and have good analytical abilities;</p> <p>(vii) Fluency in written and oral English communication.</p>
5.	Roles and Responsibilities	<p>The employee will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none">• Ensuring adherence to accounting rules and regulations;• Handling accounts of the Association and other accounting related work;• Handling day-to-day accounting, bank payments and book closure;• Preparing monthly reconciliation for fees, accounts payable

		<p>and accounts receivable;</p> <ul style="list-style-type: none"> • Computing taxes (GST, TDS), handle statutory remittances, prepare tax filings and returns; • Preparing MIS reports as per requirements.
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B. Selection Process

1. CV Shortlisting.

2. Shortlisted CVs to be called for an Interview.

C. General Conditions

1. Candidates should be a domicile of Meghalaya, preferably from Shillong.
2. The prescribed essential qualifications/experience indicated are the bare minimum required for the role. Mere possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
3. The qualifications prescribed in the table above should have been obtained from recognized Universities/ Institutions.
4. Candidates shall have to produce original documents at the time of interview.
5. Where the number of applications received in response to this advertisement is large and it may not be convenient or possible for Association to interview all the candidates, Association reserves the right to restrict the number of candidates to be called for interview to a reasonable limit.
6. Candidates serving in Government/ Public Sector Undertakings (including Boards/ Autonomous Bodies) may not apply for this position.
7. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
8. If information given in an application is found to be incorrect/false, at any stage, the Candidature is liable to be cancelled and any appointment made is also liable to be terminated.
9. Meghalaya Cricket Association is an equal opportunity employer and we value diversity at our association.
10. Last date for submission of the application is **29th January 2026**.
11. The shortlisted candidates will be intimated through email.

Interested individuals are requested to submit their resumes along with all supporting documents on or before **29th January 2026** at meghalayacrick11@gmail.com and followed by hard copies at our office to the following address;

Meghalaya Cricket Association
Polo ground, Shillong-793019