

**OFFICE OF THE  
DISTRICT RURAL DEVELOPMENT AGENCY  
EAST GARO HILLS, WILLIAMNAGAR, MEGHYALAYA  
Ph: 03658 – 220246; Fax : 220310; email : drda\_egh@yahoo.co.in**

Memo No: DRDA/EGH/ RGSA -185/2019-20/ 437

Dated Williamnagar the 11<sup>th</sup> February, 2020

**ADVERTISEMENT**

Applications are invited from the residents of Meghalaya, for the post of **Account Assistant** under Rashtriya Gram Swaraj Abhiyan (RGSA) on contractual basis for one year extendable on the basis of performance.

The applicants should submit their applications in standard form along with Xerox copy of their Bio Data & Testimonials, Educational Qualification, 1 (one) passport size photographs and address for communication to the MGNREGS Cell, DRDA, East Garo Hills, Williamnagar on or before **27<sup>st</sup> February, 2020** and thereafter application will not be entertained.

Written Test for the post of Account Assistant will be held on **29<sup>th</sup> February, 2020** from 10.30 am onwards in Rongrenggiri Govt. Higher Secondary School, East Garo Hills, Williamnagar. The short listed candidate for Personal interview will be notified later.

No. TA/DA will be entertained to candidates appearing for written exam and personal interview.

Name of Post	:	Account Assistant
Minimum Qualification	:	B. Com with computer skills
Upper Age Limit	:	35 years.
No. of Post	:	1 Post.
Starting Fixed Salary	:	15,000/- per month.

**Nature of Works:-**

- 1) Maintain the financial health of the Project through proper tools like PFMS, TALLY etc.
- 2) Examine statements to ensure accuracy.
- 3) Ensure that statements and records comply with laws and regulations.
- 4) Compute taxes owed, prepare tax returns and ensure prompt payment.
- 5) Inspect account books and accounting systems to keep up to date.
- 6) Organize and maintain financial records.
- 7) Improve project efficiency where money is concerned.
- 8) Make best-practices recommendations to management.
- 9) Suggest ways to reduce cost, enhance revenues and improve profits.
- 10) Provide auditing services for the project.

Yours faithfully

- Sd -

*Deputy Commissioner -cum-Chairman  
District Rural Development Agency,  
East Garo Hills, Williamnagar.*

Memo No: DRDA/EGH/ RGSA -185/2019-20/ 437-11

Dated Williamnagar the 11<sup>th</sup> February, 2020

Copy to:-

- 1) The Mission Director, SRES, Shillong for information.
- 2) The DIO, NIC, East Garo Hills, to Upload in District Website.
- 3) The BDO Samanda/Songsak & Dambo Rongjeng C&RD Block for information & wide publication in respective block.
- 4) The DIPRO, Williamnagar for information and request to send the copy of the advertisement to the Editor. Shillong Times/Salantini Janera to advertise for 1 day much in advance of the Schedule date.
- 5) Office Notice board.
- 6) Office file.

*Deputy Commissioner -cum-Chairman  
District Rural Development Agency,  
East Garo Hills, Williamnagar.*