

MEGHALAYA TEACHER TRAINING ACADEMY

Advertisement for Contractual Project-Based Positions

Advertisement No. MTTA/MNP/4/2026/

Dated: Shillong, the 22nd July 2026

The MTTA invites applications from eligible candidates to fill up the following posts (Contractual) for a period of three years. The details are as under:

#	Positions	No. of Posts	Essential Qualifications	Required Experience	Key Activities	Level of Position	Pay
1	Finance & Accounts Officer (FAO)	1	M.Com/MBA Finance or equivalent; knowledge of accounts, taxation, audit, procurement and project finance.	3 yrs in accounts, finance, claims, project finance, disbursement or government/development finance.	Manage budgets, claims, SOEs, advances, vouchers, audits, reconciliations and financial reports.	Manager Level	Rs.39000/ plus allowances (Rs.5000 HRA + Mobile & Internet Allowance Rs.1000)
2	Finance & Accounts Associate (FAA)	1	Bachelor's: Commerce/Finance/Accounting/Business Administration. Tally/MS Excel desirable.	2 yrs in bookkeeping, bill processing, vouchers, data entry or audit support.	Assist accounts, ledgers, payments, claims, reconciliations, records and audit documentation.	Assistant Manager Level	Rs.31200/ plus allowances (Rs.5000 HRA + Mobile & Internet Allowance Rs.1000)
3	*Regional Training Managers	8	PG: Education/Social Sciences/Development Studies/Management/Public Administration. B.Ed./M.Ed. desirable.	2 yrs in field coordination in Meghalaya is desirable.	Coordinate districts; liaise with DIETs/DSEOs/SDSEOs; support batches/trainers/venues; observe training.	Assistant Manager Level	Rs.31200/ plus allowances (Rs.5000 HRA + Mobile & Internet Allowance Rs.1000)
4	Office Executive	1	Bachelor's degree; Office management/administration qualification and MS Office skills desirable.	2 yrs in office administration, logistics, meetings, records, procurement support or programme administration.	Manage files, correspondence, meetings, training logistics, travel, stock/assets and records.	Assistant Manager Level	Rs.31200/ plus allowances (Rs.5000 HRA + Mobile & Internet Allowance Rs.1000)

Note: *District positions

General Information

1. Applications will be accepted only through the Google Form link given below. The filled up applications shall be printed (you will receive an email copy of your responses) and sent through email to mtta.meg@gmail.com

Google Form Link: <https://forms.gle/ByRPpD5i3okq1NUw7>



2. The application of the candidates working in Government Organization/PSU shall accompany NOC from the competent authority of their Department.
3. The selection process will be based on academic qualifications and experience. Preference will be given to candidates with demonstrable skills.
4. Candidates should mention in their resume all the qualifications and experience in the relevant area over and above the minimum prescribed qualification and ensure that all details are complete and accurate.
5. Documents in support of (i) Detailed Resume (ii) Certificates for Qualifications Certificate (iii) Experience Certificate (iv) Any One Photo Proof of Identity (Aadhaar Card/PAN Card/Voter ID/ Driver's License)
6. Age Limit: No age limit

7. In case of false or insufficient information /lack of proof to ascertain the eligibility of the applicant, their candidature will be summarily rejected.
8. The decision of MTTA in all matters relating to eligibility, acceptance, or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of interview, will be final and binding on the candidates.
9. The last date of receipt of application is 5th August 2026.
10. The duration of contract will be for a period of 03 (three) years.
11. Shortlisted candidates will be intimated via email which they have provided. The shortlisted candidate will need to appear for a personal interview. There may also be a screening test based on number of applications received. There will not be any travel allowance for the interview.

Sd/
Director,
Meghalaya Teacher Training Academy,
Meghalaya, Shillong