



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(Ministry of Rural Development, Govt, of India)
Rajendranagar, Hyderabad - 500 030

WALK IN INTERVIEW ON 19.04.2017

NIRDPR is a premier Institute providing training, research and consultancy activities in rural development. NIRDPR needs qualified and experienced persons for the position of **Project Assistant Manager (Accounts) - 4 Nos. and Project Assistant (Accounts) - 1 Nos.** on short term contract basis. Consolidated remuneration – **Rs.25,000/-** p.m for Project Assistant Manager and **Rs.15,100/-** p.m for Project Assistant.

Assistant Registrar (E)

Detailed information for engagement of
Project Assistants (Accounts)

NIRDPR is a premier Institute providing training, research and consultancy services in the field of rural development. NIRD & PR proposes to engage the services of qualified and experienced persons on contract basis for the following positions at Hyderabad :

1. **Project Assistant (Accounts) - 1 Nos.** at NIRDPR, Rajendranagar, Hyderabad

A. **Qualifications** - MBA in finance / M.Com / B. Com with minimum 3 years

Experience

Atleast 03 years of experience in office administration, Accounts and Tally 9/MS Office.

The areas of work shall include maintenance of various registers, data bases and ledgers using MS Office tools and Tally, liasoning with bank for day to day transactions, preparation of BRS, data entry, other office co-ordination work.

Knowledge of Tally 9, MS Word and Excel are essential. Good communication skill in English & Hindi is desirable.

B. **Consolidated Remuneration: Rs.15,100/- P.M.** NIRD Staff quarters which are within the NIRD Campus can be allotted, subject to availability and payment of charges as per norms.

C. **Age:** Preferably below 30 years as on the date of this advertisement. Age relaxation in case SC/ST and OBC candidates will be considered, as per norms, subject to production of prescribed certificate along with application.

No. of vacancies are indicative. It may increase / decrease as per actual requirement of the Institute.

Term of engagement: The engagement is purely on temporary basis on contract which will **be initially for a period of 1 year.** Further extension can be

considered based on performance and institute's / project's requirement. The candidate should be willing to work upto extended hours and on holidays, if required as per emergent office requirements.

3. The positions offered are on temporary basis and do not envisage any form of regular appointment at NIRD & PR in future. Interested candidates can attend **Walk-in-interview at 10.00 AM on Wednesday, April 19, 2017** along with their application in the prescribed application form at Annexure, recent colour passport size photograph and one set of photocopies of credentials at National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad - 500030. Candidates will have to attend the interview on their own expense and no TA/DA will be provided by the Institute. During interview, candidates will have to produce all original certificates for verification. Photocopies will not be considered. Candidates will have to report latest by 10.00 AM on 19.04.2016 and those who report late will not be permitted to attend the interview. Based on the number of candidates, a screening test on accounts/Tally may be conducted.

Assistant Registrar (E)

Annexure

APPLICATION PROFORMA

(Please attach copies of education and experience certificate)

1. Name of Post : **Project Assistant (Accounts)**

2. Name of the candidate :

3. Father's/ Husband's name :

4. Date of Birth / Age :

5. Category to which belong : SC/ST/OBC/OC

6. Ex-servicemen : Yes/ No

7. Details of educational qualifications from SSC (10th) onwards

Paste recent
colour passport size
photograph

Name of the course	Name of the Board / University	Year of Passing	Division and Percentage secured	Specialisation, if any

8. Details of work experience in relevant area
(Name of employer, type of organization, Name of Post, detailed job profile – for each employment) (Attach additional sheet if required)

9. Address for correspondence :

10. Permanent Address :

11. E-mail :

12. Mobile No. :

UNDERTAKING

I have read the terms and conditions of the job and I fulfill the eligibility criteria. I will be liable in case any declaration made by me is found to be false.

Date :
Place :

(Signature)
(Name)