



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(An Organisation of the Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad – 500 030.

NIRD&PR is the country's apex organisation for undertaking training, research, action research and consultancy in all aspects of rural development. NIRD&PR invites applications for the post of **ACCOUNTS OFFICER** on deputation basis in the scale of pay of **Rs.9300-34800** plus **Grade Pay of Rs.5400/-** in **PB-2**.

For details, visit www.nird.org.in;

Last date : 29.07.2016

Assistant Registrar (E)

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Advt.No. 6/2016 (Admn.A/A5/2016/64)

1. NIRD&PR is the country's apex organisation for undertaking training, research, action research and consultancy in all aspects of rural development. NIRD&PR invites applications for the post of **ACCOUNTS OFFICER** on deputation basis in the scale of pay of **Rs.9300-34800** plus **Grade Pay of Rs.5400/-** in **PB-2**.
2. **Eligibility** for the post viz. qualifications, experience, age, scale of pay and job description, etc. are as follows:
 - i) A degree from recognized university, preferably in Commerce.
 - ii) Employee of the Audit & Accounts Department, Civil Accounts Organisation of the Ministries of the Govt. of India, Defence Accounts Department, Department of Railway Accounts, or Department of Posts and Telegraphs who have passed the SAS (SOGE) or equivalent examination conducted by the respective organizations.
3. Preference will be given to applicants who are having a minimum of **five years experience** in a supervisory capacity and knowledge of commercial accounting and computer operation.
4. This pay scale will be applicable to those officers who are deputed from offices of Organized Accounts Department. The selection will be from amongst Assistant Audit Officers/ Section Officers (Commercial) or (Civil) with knowledge of commercial accounting and computer operation, working in Central Accounts/ Audit organizations. The candidate selected will be appointed on standard terms and conditions of deputation. The tenure of deputation on deputation terms will

be initially for a period not exceeding three years in terms of GOI, O.M. No. 6/8/2009-Estt. (Pay), dt.17.6.2010 as amended from time to time.

5. Job Description :

- i) Preparation of Pay bills of the Institute and passing the payments ;
- ii) All payments related to contingent nature;
- iii) Pre-check and payment of maintenance unit;
- iv) Verification and confirmation of pensions and release of monthly pensions and maintenance of relevant records;
- v) Maintenance of broadsheets related to long term and short term loans and advances and calculation of interest thereon;
- vi) Personal claims of staff who are regular employees of the Institute and
- vii) Other duties as assigned by the superiors from time to time as per the requirements of the Institute.

General Conditions:

1. Employed personnel should submit their applications through proper channel. Advance copies/ direct applications within prescribed due date will be considered. However, applicants will have to produce **NO OBJECTION CERTIFICATE** from the employer at the time of interview.
2. In case of serving personnel, pay certificate duly signed by the pay drawing authority should be attached along with details of experience and present status.
3. Mere fulfilment of the qualifications prescribed does not entitle the candidate to be called for interview.
4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
5. Canvassing in any form will be treated as disqualification.
6. No correspondence will be entertained as regards short-listing, calling for interview, selection or appointment.
7. Other details as regards qualifications, experience, job description of the post etc. along with application form may be downloaded from the NIRD&PR Website : www.nird.org.in
8. Prescribed applications duly filled-in, and supported by all relevant documents should reach the **Assistant Registrar (E)**, NIRD&PR, Rajendranagar, Hyderabad-500030 positively on or before **29.07.2016**

Assistant Registrar (E)

(Please enclose attested copies of certificates/proof in support of employment and also certificate in support of last pay drawn duly signed by the present Drawing & Disbursing Officer)

- 8.. (a) Do you fulfill the essential qualifications ?
- 9. Any other relevant particulars not covered in the above columns.

10. Name & address of two references

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief.

I have also gone through the information containing full details of qualifications, terms and conditions of selection/appointment, job description etc. supplied to me along with this application form.

Place:

Signature of the applicant

Date:

Name:-----
