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North East Livelihood Promotion Society

Ministry of DoNER, Govt. of India

Regional Project Management Unit.

House No.102, Dilip Huzuri Path,

Dispur, Guwahati-781006

Date: 10/11/2016

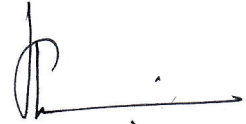
Vacancy Announcement

Applications are invited for one post of Accounts Officer in District Project Management Unit, Aizawl on contractual terms for North East Rural Livelihood Project (NERLP).

Application in prescribed format (available at www.nerlp.gov.in) along with attested copies of certificates, mark sheets and testimonials should reach to the under mentioned address on or before 30.11.2016.

District Project Management Unit, Aizawl,
North East Rural Livelihood Project,
Thuampui, Below Helipad, Aizawl, Mizoram, Pincode-796001.

For further details, please logon to www.nerlp.gov.in



Project Director,
NERLP, Guwahati.

Post: Accounts Officer

Eligibility and Qualification:

- Post Graduate in Commerce with specialization in Accountancy / Finance and at least **3 years' experience** of working in the rank of Accounts Officer/Junior Accounts Officer/Section Officer in a Government project.
- For those serving in Central Govt. / State Govt. / PSUs / Autonomous Bodies requisite experience will be judged.
- Preference will be given to those having experience in accounting package (Tally) in an externally aided project.

Other essentials:

- Candidates should be proficient in English
- Must possess basic computer skills (MS Office and e-mail usage)
- Should know local dialect of the respective State.

Job Responsibilities:

- Assist District Project Manager in discharge of his financial responsibilities.
- Prepare budget for implementation of project.
- Identify and asses fund requirement under several component and sub-components.
- To ensure timely release of fund to implementing/executing agencies as per Annual Work Plan.
- Ensure timely submission of Accounts and Utilization Certificates by implementing/executive agencies.
- Timely reconciliation of accounts and submission of financial progress reports as prescribed under rules.
- Monitoring & maintenance of stores and fixed assets register.
- Inspect the accounts of implementation/executing agencies periodically and ensure that the books of accounts are maintained properly.
- Ensure timely submission of audit replies
- Ensuring that all financial regulations are strictly adhered to.

Remuneration

- Individuals appointed on contractual basis will be paid remuneration as under

Accounts Officer, Coordinator : ₹.30,000/-* per month.

*Excluding applicable project allowances

Note : Job responsibilities given are only illustrative.
