

No. PD/NERLP/2016-17/695/742.
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

House No.102, Dilip Huzuri Path,
GS Road, Guwahati – 781006
Dated: 29/12/2016

Vacancy Announcement

Applications are invited for one post of **Assistant Project Manager-Finance** in Regional Project Management Unit (RPMU) at Guwahati 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 the Office of the Project Director on the above address on or before **21/01/2017**.

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



**Project Director,
NERLP, Guwahati.**

Post: Assistant Project Manager, Finance

Eligibility and Qualification:

- Post Graduate Degree in Commerce with specialization in Accountancy / Finance.
- He/She should have at least **three years'** experience of working in the rank of Finance and Accounts Officer/Junior Accounts Officer in Government/Project.
- Preference will be given to those having experience in handling externally aided projects. The candidate should be conversant with accounting package (Tally).

Other essentials:

- Candidates should be proficient in English.
- Good command over basic Computer Skills (MS Office and e-mail usage).
- Frequent and extensive travel to the project areas which are rural and remote and be willing for night stays.

Job Responsibilities:

- Ensure timely submission of accounts by District Project Management Unit and compilation thereof.
- Inspect the district level accounts periodically and suggest suitable actions.
- Ensure that all financial regulations are adhered to at District Project Management Unit.
- Assist in internal control mechanism at District Project Management Unit.
- Monitor the maintenance of stores and fixed assets register.
- Ensure timely completion of statutory, internal and review audit.
- Compilation of audit reports and regularization of the objections thereof.

Remuneration

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

Assistant Project Manager : ₹.33,800/-* per month.

*Excluding applicable project allowances

Note : Job responsibilities given are only illustrative.

10 Employment History (Enclose attested copies of Experience Certificates)

SL No	Name of the Organization/ Employer	Post held/ Designation	Date		Total duration (months)	Specific Job Responsibilities (in bulleted list)
			From (mmm/yyyy)	To (mmm/yyyy)		
1						
2						
3						
4						

11 Languages (other than English)

Read

Write

Speak

(a) _____

(b) _____

(c) _____

(d) _____

12 Any other relevant information if the candidate would like to state

13 Declaration:

I do hereby declare that all the information given above are correct & complete in all respect. I understand that my application is liable to rejection if any of the information stated above is found to be incorrect and is not supported by certificate.

Date: _____

SIGNATURE OF THE APPLICANT

14 Endorsement from the present employer.

The facts stated in this application have been verified and found correct. This Organization/department has no objection in his/her applying for the post referred in the application.

Date:

Signature of the Head of the Organization/ Department (With Seal)

IMPORTANT INSTRUCTIONS FOR CANDIDATES

1. The candidates should carefully read the eligibility conditions.
2. Only the applications of candidates who fulfill the requirements of the post shall be taken up for short listing.
3. The maximum age limit for all the positions on contractual terms is 45 years as on 01/01/2017.
4. Candidates, already in Government Service/Government undertaking/other similar organization/ corporations/boards may submit their application through proper channel.
5. Applications must be accompanied by attested copies of the documents mentioned below.
 - (a) Copies Academic certificates/Mark sheets. (self attested copies)
 - (b) Age certificate (self-attested copy).
 - (c) Experience Certificates (wherever necessary) indicating the period of Service/Experience with dates.
- 6: The envelope containing the Application Form should indicate the name of the post applied and office clearly. Candidates applying for more than one post should submit applications separately.
