

NO.PD/NERLP/2016-17/695/602  
**North East Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India

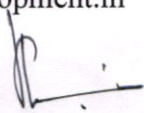
**Regional Project Management Unit**  
House No.102, Dilip Huzuri Path,  
GS Road, Guwahati – 781006  
Dated: 14.12.2017

**Vacancy Announcement**

Applications are invited for one post of Accountant in District Project Management Unit, (DPMU), Peren on contractual basis for North East Rural Livelihood Project (NERLP).

Application in prescribed format (available at [www.nerlp-development.in](http://www.nerlp-development.in)) along with self attested copies of certificates, mark sheets and testimonials should reach the Office of the District Project Management Unit, North East Rural Livelihood Project, Old Market, Opposite to NST Bus Station, Jalukie Town, Peren, Nagaland, Pin -797110, Nagaland..The last date of receipt of application is **28/12/2017**

For further details, please logon to [www.nerlp.gov.in/www.nerlp-development.in](http://www.nerlp.gov.in/www.nerlp-development.in)

  
**Project Director,**  
NERLP, Guwahati.

## **Accountant**

### **Eligibility and Qualification:**

- Graduate in Commerce with basic Computer Skills (MS Office and e-mail usage)
- Must have two years experience in the rank of Accountant/Accounts Assistant/Cashier/ in a Government Project.
- Preference will be given to those having experience of externally aided Projects
- Must be conversant with accounting package (Tally).

### **Other essentials:**

- Must possess basic computer skills (MS Office and e-mail usage)
- Good knowledge in English
- Willingness to accept minimum tenure of three years
- Should know local dialect of the respective States

### **Job Responsibilities:**

- Preparing Pay Rolls.
- Bills and claims to put up in time for payment.
- Regular writing of Cash Book.
- Maintain the books of accounts in the form prescribed under the rules.
- Ensure timely deposit of govt. dues.
- Preparing Bank Reconciliation.

### **Remuneration**

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

Accountant :

₹. 27,000/-per month

\*Excluding applicable project allowances\*

**Note : Job responsibilities given are only illustrative**

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