

No. PD/NERLP/2012-13/158/Vol-III/441  
**North East Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India

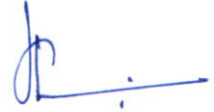
House No.102, Dilip Huzuri Path,  
GS Road, Guwahati – 781006  
Dated: 11/08/2016

**Vacancy Announcement**

Applications are invited for one post of **Accounts Clerk** 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](http://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 **31/08/2016**.

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



**Project Director,  
NERLP, Guwahati.**

1) **Accounts Clerk**

Eligibility and Qualification:

- Graduate in Commerce.
- Must have at least three years' work experience in related field.
- 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 basic Computer Skills.
- Candidates should be proficient in English.

Job Responsibilities:

- Preparing & maintaining accounts.
- Preparing & maintaining payroll.
- Assist the Manager (F&A) in strictly adhering to financial regulations.

Remuneration

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

Accounts Clerk : ₹.26,000/-\* per month.

\*Excluding applicable project allowances

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