

North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India,
House No.2, Six Mile, G.S. Road, Guwahati-781022

VACANCY ANNOUNCEMENT

NO: PD/NERLP-2012-13/158/Vol-II

Dated: 10-10-2014

North East Livelihood Promotion Society, an autonomous body under Ministry of DoNER, Govt. of India, invites applications for one post of **Office Assistant** at Regional Project Management Unit, Guwahati on contractual basis for North East Rural Livelihood Project (NERLP).

Application in the 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 **31-10-2014**.

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

Sd/-
Project Director,
NERLP, Guwahati.

Advertisement No.: PD/NERLP-2012-13/158/Vol-II, Dated: 10-10-2014

Name of the post : Office Assistant.
Place of work : RPMU, Guwahati.

Eligibility and Qualification

- Graduate in any discipline with good computer skills.
- At least 3 years experience as Secretarial Assistant

Other essentials:

- Knowledge and experience related works will get due advantage.
- Candidates should be proficient in English
- Willingness to accept minimum tenure of three years

Job Responsibilities:

- To maintain files, records and office registers
- To assist in preparation of reports
- To assist the Project Manager(A)
- To extend help in organizing tour & field visits.

Remuneration

- Individuals appointed on contractual basis will be paid remuneration as under
Office Assistant: ₹.20,000/- per month (Consolidated)
