

Advertisement No: PD/NERLP/2012-13/ dated 05/11/2013

Name of the 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.
- Willingness to accept minimum tenure of three years.

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 (Finance) : 26,000/- per month (Consolidated)
- For employees of Central Government/ Central PSUs etc (on deputation) the pay, allowances, HRA etc will be paid as per the relevant Government rules. For State Government employees/ PSUs (on deputation), the corresponding Central Government pay scales and allowances will be admissible.

Note : Job responsibilities given are only illustrative.