

Advertisement No: PD/NERLP/2012-13/158/ , dated. 05/12/2013

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.
- Willingness to accept minimum tenure of three years

Job Responsibilities :

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

2) Office Assistant

Eligibility and Qualification:

- Graduate in any discipline with 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:

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

Remuneration

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

Office Assistant / Accounts Clerk: 20,000/- 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.