

No. PD/NERLP/2012-13/158 (Pt.I)/Vol-II/189
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

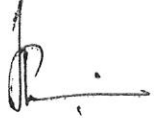
House No.102, Dilip Huzuri Path,
GS Road, Guwahati – 781006
Dated: 23/03/2016

Vacancy Announcement

Applications are invited for one post of **Office Assistant** in District Project Management Unit (DPMU),Lunglei on contractual terms for North East Rural Livelihood Project (NERLP). Application in prescribed format (available at www.nerlp.gov.in) along with attested copies of certificates, mark sheets and testimonials should reach the undermentioned address on or before **17/04/2016.**

District Project Management Unit, Lunglei,
North East Rural Livelihood Project,
Near Govt. Higher Secondary School, Chandmari-II, Lunglei,
Mizoram, Pin code - 796701.

For further details, please visit our website www.nerlp.gov.in



**Project Director,
NERLP, Guwahati.**

Advertisement No: No. PD/NERLP/2012-13/158 (Pt.I)/Vol-II/, dated. 23/03/2016

Name of the post : 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 project related works will get due advantage.
- Candidates should be proficient in English.

Job Responsibilities:

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

Remuneration

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

Office Assistant

: ₹.15,000/-* per month.

*Excluding applicable project allowances

Note : Job responsibilities given are only illustrative.
