

PD/NERLP/2016-17/695/ 37
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

Regional Project Management Unit
House No.102, Dilip Huzuri Path,
GS Road, Guwahati – 781006
Dated: 06/01/2018

Vacancy Announcement

Applications in the prescribed format (available at www.nerlp-development.in) along with the copies of certificates, mark sheets and testimonials are invited for the following positions in District Project Management Unit at Khowai/Sepahijala.


Sl.No	Name of the Post	Number of Post		Monthly Remuneration*
		DPMU, Khowai	DPMU, Sepahijala	
1	Accountant	1	Nil	Rs.27,000/-
2	MIS Operator	1	1	Rs.27,000/-
3	Office Assistant	1	Nil	Rs.22,500/-

**Excluding applicable project allowances.

The posts are contractual and the complete application fulfilling the required criteria should reach the following office(s) on or before **22nd January, 2018**.

1. District Project Management Unit, NERLP,
Ministry of DoNER, Govt. of India,
Central Road, Bishalgarh, Sepahijala, PIN-799102, Tripura
2. District Project Management Unit, NERLP,
Ministry of DoNER Govt. of India, Aravinda Park, Opp. New Town Hall,
P.O. - Puran Bazaar, Khowai, PIN-799201, Tripura

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


Project Director,
NERLP, Guwahati.

1. Accountant

Eligibility and Qualification:

- Graduate in Commerce with basic Computer Skills (MS Office and e-mail usage)
- Must have two years experience in the rank of Accountant/Accounts Assistant/Cashier/ in a Government Project.
- Preference will be given to those having experience of externally aided Projects
- Must be conversant with accounting package (Tally).

Other essentials:

- Must possess basic computer skills (MS Office and e-mail usage)
- Good knowledge in English
- Should know local dialect of the respective States

Job Responsibilities:

- Preparing Pay Rolls.
- Bills and claims to put up in time for payment.
- Regular writing of Cash Book.
- Maintain the books of accounts in the form prescribed under the rules.
- Ensure timely deposit of govt. dues.
- Preparing Bank Reconciliation.

Remuneration

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

Accountant:

₹. 27,000/-per month

Excluding applicable project allowances

Note : Job responsibilities given are only illustrative

2. MIS Operator

Eligibility and Qualification:

- **Graduation** with "O" level course of computer/ Advanced course in computer application from Govt. recognized institute.
- Possess knowledge and experience of ICT based office tools and applications (word processing, spreadsheets, databases, PowerPoint)

Other essentials:

- Must have work experience of **3 years** in the related field.
- Candidates should be proficient in English.

Job Responsibilities:

- To assist the District Project Manager in implementation MIS
- To organize field visits/ undertake field visit as per the requirement of the project.
- To assist in preparation of periodic reports.
- Professional experience of working in similar project (s) is desirable
- Provide technical support to PFT for timely submission of data.
- Any other work that may be assigned by the District Project Managers.

Remuneration

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

MIS Operator : ₹.27, 000/-per month

* Excluding applicable project allowance

Note : Job responsibilities given are only illustrative.

3. 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.
- Good in drafting letters and office Memorandum.

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:-

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

Office Assistant : ₹.22, 500/-per month

* Excluding applicable project allowance

Note : Job responsibilities given are only illustrative.