

No.PD/NERLP/2016-17/695/531
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

Regional Project Management Unit.

House No.102, Dilip Huzuri Path

PO - Assam Sachibalaya, Dispur

Guwahati-781006

Date:-25.11.2017

To,

The District Project Manager,
District Project Management Unit,
North East Rural Livelihood Project,
Peren.

Sub.: Publication of Advertisement.

Sir,

Please find attached herewith an advertisement seeking applications for the post of Accountant at DPMU, Tuensang. It is requested that the same may be taken out for publication from your end in two local dailies in one issue each.

The uploading of the advertisement to the project website shall be done from this end.

Your's faithfully,



Chief Operating Officer,
NERLP, Guwahati.

Copy to:

1. Regional Project Manager (F & A), RPMU, NERLP.
2. District Project Manager, DPMU, Tuensang.
2. APM-Com, RPMU, NERLP for uploading the advertisement in the Project Website.

No. PD/NERLP/2016-17/695/
North East Livelihood Promotion Society
Ministry of DoNER, Government of India

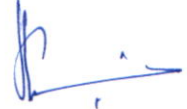
Regional Project Management Unit
House No.102, Dilip Huzuri Path,
Guwahati-781006 (Assam).
Dated: 24.11.2017

Vacancy Announcement

Applications are invited for one post of **Accountant** in District Project Management Unit (DPMU), Tuensang on contractual terms for North East Rural Livelihood Project (NERLP).

Application in prescribe format (available at www.nerlp-development.in) along with self attested copies of certificates, marksheets and testimonials should reach the office of the District Project Management Unit, North East Rural Livelihood Project (NERLP), Ministry of DoNER, Govt. of India, Deputy Commissioner's Office Complex P.O- Tuensang, PIN- 798612, Nagaland .The last date of receipt of application is **08.12.2017**.

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



**Project Director,
NERLP, Guwahati**

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
- Willingness to accept minimum tenure of three years
- 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 :

₹. 18,000/-per month

Excluding applicable project allowances

Note : Job responsibilities given are only illustrative
