



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
RAJENDRANAGAR: HYDERABAD -500 030**

Advt. no. 06/2023

File no. : NIRD&PR-NRLMRC/REC/2018-19

Comp no.7106

National Rural Livelihoods Mission Resource Cell (NRLM RC), NIRDPR, Hyderabad proposes to conduct Walk in Interview for the positions of “**Accounts Officer**” and “**Project Assistant**” to work on contract basis. Educational qualifications, experience and remuneration are indicated in the table below:

I. Accounts Officer

1	Designation	Accounts Officer
2	Nature of Employment	On contract basis
3	Positions	One
4	Place of Posting	NRLM Resource Cell, NIRD&PR Hyderabad
5	Educational Qualification	Post-graduation in Commerce/ ICWAI/CA/MBA(Finance)
6	Experience	Essential: a. Minimum 8 years of experience in Administration & Accounts in general, in which 5 years of relevant experience in in development sector. Desirable: a. Project implementation units of Government & Non-Government organisations in rural development b. Dealing with matters related for conducting Training & Workshops c. Experience in Tally or any other accounting package. d. Computer Skills and preparation of PPT presentation
7	Age Limit	45 years
8	Remuneration	Rs.60,000/- per month (Consolidated)

II. Project Assistant

1	Designation	Project Assistant
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Place of Posting	NRLM Resource Cell, NIRD&PR Hyderabad
5	Educational Qualification	a. Any Graduation from recognised university
6	Experience	a. Experience of 2-3 Years in day to day Office Management. Should have sound knowledge and skills in MS Office, File processing and Documentation. b. Knowledge and experience in Tally Prime, MS Excel is desirable.
7	Age Limit	30 years
8	Remuneration	Rs.20,000/- per month (Consolidated)

General Conditions:

- i. Number of vacancies is indicative. It may increase or decrease as per the Institutes requirement.
- ii. This assignment is purely temporary and does not envisage any kind of regular appointment in NIRDPR in future.
- iii. The Institute has a right to shortlist the candidates as may be necessary
- iv. Age, experience and qualification will be reckoned as on the date of this notification.
- v. Canvassing in any form will be treated as disqualification.
- vi. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
- vii. The Institute reserves the right to relax any of the requirements i.e. age, educational qualifications, experience etc. in exceptional cases.
- viii. The candidates are supposed to bring their pass port size photo along with a copy of their resume, one copy of educational and experience certificates for submission.
- ix. The candidates are also requested to bring their original educational and experience certificates for verification at the time of interview.
- x. The Walk-in Interview will be held on 14.03.2023 and the candidates are supposed to report by 10:30 am at Vikas Auditorium, NIRDPR, Rajendranagar, Hyderabad. Certificate verification will be completed by 11.30 am. Written test/ Interviews shall be conducted on the same day.

Sd/-
Assistant Director
Administration (Section –I)