

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(An Organisation of Ministry of Rural Development, Government of India)
Rajendra Nagar, Hyderabad – 500030.

Advt. No.32/2022

File no. NIRDPR/CNRMCCDM/RequirementofStaff/02/2022-23
E file no. 13590

NIRDPR is a premier Institute providing training, research and consultancy services in the field of rural development. NIRD & PR proposes to engage the services of qualified and experienced persons on contract basis for the following position at Hyderabad:

Young Professional (Accounts) - 05 Nos. at NIRDPR, Rajendranagar, Hyderabad

Qualifications - MBA (Finance) / M.Com / CA or ICWA (Inter)

Knowledge of Tally Prime, MS Word and Excel are essential.

Experience

- MBA (finance) / M.Com: At least 05 years of experience in Accounts and Tally in any reputed organization.
- CA / ICWA (Inter): At least 02 years of experience in Accounts (excluding Article experience) and Tally in any reputed organization.
- Relaxation of length of experience can be considered for deserving candidates with strong accounts experience and expertise in Tally.
- The areas of work shall include verification of bills and preparation of payment vouchers and cash book, maintenance of ledgers/accounts, preparation of statement of Expenditure, BRS, and Utilization Certificates as per Govt. of India Rules, data entry and generation of reports in Tally Prime, work relating to Income Tax, GST, TDS and other statutory remittances.
- Good communication skills in English & Hindi are desirable.

Consolidated Remuneration: Rs.35,000/- P.M.

Age: below 40 years as on the date of this advertisement.

Terms of engagement: The engagement is purely on temporary basis on contract which will **be initially for a period of One year**. Further extension can be considered based on performance and Institute's / project's requirement

General conditions:

1. An application fee of Rs.300/- should be paid by General/OBC/EWS candidates through Demand Draft, to be drawn in favour of NIRD&PR, payable at Hyderabad. No application fee for SC/ST/PWD candidates.
2. The candidates should apply through online registration available on the website <http://career.nirdpr.in/> within 15 days from the date of publication of advertisement.
3. The print-out of filled-in application form (available on the website) along with Demand Draft, if any is to be sent to National Institute Of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad -500 030.
4. Full name of the applicant and the application number should be mentioned on the reverse of the demand draft.
5. Application form along with the demand draft, if any should reach NIRD&PR within 10 days from the last date of submission of online application.
6. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRD&PR in future.
7. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
8. Canvassing in any form will be treated as disqualification.
9. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
10. The selection will be at NIRDPR, Rajendranagar, Hyderabad.

11. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
12. In case of any inadvertence in the process of selection which may be detected at any stage even after the issue of engagement letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
13. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
14. Candidates may regularly visit the website for further information/ updates, if any.
- 15. A screening test on Accounts / Tally will be conducted followed by personality test/interview.**
16. The shortlisted candidates will be informed about the date, time and venue of the Screening Test & Interview.
17. Staff quarters which are within the Campus can be allotted, subject to availability and payment of charges as per norms
18. The last date for submitting applications online is **09.09.2022** till 05:30p.m (within 15 days from the date of publication of advertisement).
19. Last date for receipt of Demand Draft along with the application form is **19.09.2022**. (within 10 days from the last date for submission of online application).
20. Applications received after the due date and time will not be considered.

Sd/-
Assistant Director
Administration (Section –I)