

RECRUITMENT NOTICE

April 11, 2018

National Institute of Rural Development & Panchayati Raj (NIRD & PR), North Eastern Regional Centre (NERC), Guwahati, an organization of the Ministry of Rural Development, Government of India invites applications for engagement of (01) one contractual post of **Accounts Assistant with Tally** for the accounts section of the organization. The applicant must have minimum 2 years computerized accounting knowledge exclusively with **Tally ERP 9 software** in Govt. organization/ reputed corporate firm. The last date of submission/receipt of application is **1st May 2018**. The age of the candidate has to be within 40 years. The qualification, consolidated salary structure and duration are detailed below-

Post Name	No. of post	Contract Period	Consolidated remuneration (Rs.) PM	Qualification	Experience
Accounts Assistant (With Tally)	1	Initially for a period of 1 year, may be extended based on performance	17900/-	B.Com/ M.com/ MBA (Fin.) with Diploma in Tally. Candidates having Diploma/ certificate with working knowledge of MS-Office/ Libre Office, Internet will be an added advantage.	Minimum 2 years computerized accounting knowledge exclusively with Tally ERP 9 software in Govt. organization/ Reputed corporate firm.

The post is purely temporary. The candidates fulfilling the specified age, qualifications and experiences only should submit their application. Only shortlisted candidates will be called for interview. The mobile phone number and the email id of the shortlisted candidates will be used for calling interview. The place of interview is the NIRD & PR, NERC, Jawaharnagar, Khanapara, Guwahati – 781022. No TA/DA will be borne by the institute for appearing interview. **The mode of interview for the post will be Practical in Tally ERP 9 & Viva**

The application format may be downloaded from our website www.nirdnerc.nic.in. The application duly filled in the enclosed format with all necessary self-attested certificates is to be submitted to the following:

Administrative Officer
National Institute of Rural Development & Panchayati Raj
North Eastern Regional Centre
Jawaharnagar, Khanapara,
Guwahati-781 022, Assam

ADMINISTRATIVE OFFICER
NIRDPR, NERC, GUWAHATI

Application Format

1. Name of post applied for :
2. Name of the candidate (In block letter):
3. Father's Name :
4. Sex :
5. Age:
6. Nationality:
7. Language known:
8. Permanent address:

9. Present address :

10. Email id:
11. Mobile phone number:
12. Academic Qualification:

Sl. No.	Examination	Board/ University/ Institution	Year	Division	Mark obtained	Percentage
1						
2						
3						
4						

13. Other qualification :

Sl. No.	Title of Certificate/Diploma/Degree	Board/ University/ Institution	Year	Division/ Grade
1				
2				
3				

14. Details of Experience (with Tally ERP 9 software) :

Sl. No.	Organization	Post held	From	To	Duration	Type of work done
1						
2						
3						

Date:

Place:

Signature of the candidate