

NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ  
NORTH EASTERN REGIONAL CENTRE  
JAWAHARNAGAR, KHANAPARA, GUWAHATI – 781 022

No. NIRDPR/NRLMRC/REC/2018-19-Part(1)

Date: 12-01-2024

**WALK IN INTERVIEW**

NIRDPR is a premier Institute providing training, research and consultancy activities in the field of rural development. The Institute is looking forward to engage the services of one Project Assistant on contract basis with a consolidated remuneration of Rs.20,000/- P.M. for its NRLMRC-NERC. The walk-in- interview will be held on 30-01-2024.

The details with regard to the qualification, experience, age etc. may be seen on website <https://nirdnerc.nic.in>

  
Administrative Officer i/c



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ  
NORTH EASTERN REGIONAL CENTRE  
JAWAHARNAGAR, KHANAPARA, GUWAHATI - 781022**

File no. NIRDPR/NRLMRC/REC/2018-19-Part(1)  
E-office file Computer No.16021  
Date: 12-01-2024

**WALK IN INTERVIEW ON 30-01-2024**

NIRDPR is a premier Institute providing training, research and consultancy activities in the field of rural development. The Institute is looking forward to engage the services of Project Assistant on contract basis:

The details with regard to the qualification, experience, age, remuneration etc. are indicated in the table below:

**Project Assistant**

1.	Designation	Project Assistant
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One (NRLMRC, NERC, Guwahati)
4.	Duration	One year
5.	Educational Qualification	Graduation in Any Discipline from a recognized University. Preference will be given to candidates with commerce background / candidates with certificate related to accounts software.
6.	Experience	a. 2-3 years' post qualification experience in day to day office management/Accounts etc. b. Should have sound knowledge and skills in M.S Office, file processing, office documentation. c. Knowledge and experience in Tally Prime, MS Excel is desirable.
7.	Job description	a. Assist Accounts Officer in preparation of Vouchers, Resource Fee/Honorarium b. Maintenance of Accounts Registers through Physical and online mode. c. Assist in Accounts work in follow-up of Accounts Section of NIRDPR d. The area of work shall include release of salaries of NRLMRC Staff, verification of TA bills followed by preparation of payment vouchers, statement of Expenditure, Data Entry and generation of reports in Excel, Tally Prime,. e. Any other works assigned by Director/ Deputy Director/Accounts Officer from time to time.

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	Age Limit	Should not exceed 30 years at the time of submission of application
9.	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, 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 **30-01-2024** and the candidates are supposed to report by 10:00 am at NIRDPR-NERC, Jawaharnagar, Khanapara, Guwahati - 781022. Certificate verification will be completed by 11.30 am. Written test/ Interviews shall be conducted on the same day.

  
Administrative Officer i/c