



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

**Advt.No.43/2023**

**File no. NIRD&PR-NRLMRC/REC/2018-19-Part(1)**

**Comp no.16012**

NIRD&PR is the Country's apex organization for undertaking training, research, action research and consultancy in all aspects of rural development. NIRD&PR invites applications from eligible candidates for the contract position of **Sr. Admin cum Accounts Officer** initially for a period of one year.

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

**Sr. Admin cum Accounts Officer**

1.	Designation	Sr. Admin cum Accounts Officer
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Duration	One year (extendable based on the requirement)
5.	Essential Qualification	M.Com/ MBA (Finance)/ CA (Inter)
6.	Experience	a) Minimum of 12 years' post qualification experience in Financial Management/Accounts and Administration work in a Government Office/ organisation or in Public/Private Sector undertaking b) Working experience of TALLY and other Accounting Software
7.	Job Description	Being in-charge of Administration and Accounts of NRLM RC (Hyderabad & Guwahati) within the overall guidance and supervision of Director/Deputy Director NRLM RC, Sr. Admin – cum- Accounts Officer is responsible for the following: 1. Preparation of AAP-Budget of NRLM Resource Cell in coordination with all Thematic Heads of NRLMRC. 2. Activity wise budget files preparations and closely monitoring the fund management of the unit. 3. Closely monitoring and put up the files relating to monthly salary release of project staff, workshops, training programs, review meetings, advance files and off campus files, NRPs files, general files, TA&DA files of NRLM cell staff and NRPs, Resource Fees of NRPs and other day to day files and also

		<p>management of all files created till date.</p> <p>4. Closely coordinating with Accounts section of NIRD PR for all accounts and finance related activities.</p> <p>5. Preparation of workshop/training wise expenditure statement, Activity wise, monthly. Quarterly, half yearly and annual statements.</p> <p>6. Preparation of NRLM Resource cell budget Utilization Certificates and submitting to MoRD.</p> <p>7. Attending all correspondence and replies relating to the audits conducted by Controller &amp; Audit General relating to NRLM Resource Cell.</p> <p>8. Preparation of Accounts statements, Budget watching, and updation to the Director, NRLMRC time to time.</p> <p>9. Coordination with Finance department of NMMU, DAY NRLM MoRD - Banks and Account section of NIRD PR for accounts reconciliation.</p> <p>10.Coordinate for timely Auditing through C&amp;AG nominated auditor and audit reports to be submitted to MoRD.</p> <p>11.To monitor NRLM RC -NERC Guwahati Administration files and budget relating files.</p> <p>12.Timely submission of UCs and seeking funds from NMMU, MoRD, New Delhi.</p> <p>13.Management of all assets, records, infrastructure of the NRLMRC.</p> <p>Any other as assigned by Director NRLM RC</p>
8.	Age Limit	Below 55 years
9.	Remuneration	Rs.80,000/- per month (Consolidated)

### **General Conditions:**

1. An application fee of Rs.300/- plus applicable taxes should be paid by General/OBC/EWS candidates through **Pay Fee (SB Collect)**. No application fee for SC/ST/PWD candidates.
2. Candidate seeking exemption of application fee under SC/ST/PWD category is required to upload the necessary Caste/PWD category certificate. Otherwise the application is liable to be rejected.
3. The candidates should apply through online registration available on the website <http://career.nirdpr.in/>
4. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRDPR in future.
5. Age, experience and qualification will be reckoned as on the date of this notification i.e, 21.12.2023. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.

6. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
7. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
8. Numbers of vacancies are indicative. It may increase/decrease as per actual requirement of the Institute.
9. The Institute reserves the right to relax any of the requirements i.e. age, experience etc. in exceptional cases.
10. Canvassing in any form will be treated as disqualification.
11. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
12. The selection will be at NIRDPR, Rajendranagar, Hyderabad.
13. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.
14. Only the shortlisted candidates will be called for written test/interview or both as applicable and no TA / DA will be given for attending the written test/Interview.
15. 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 written test/Interview.
16. 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.
17. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
18. Candidates may regularly visit the website for further information/ updates, if any.
19. Applications received after the due date and time will not be considered.
20. The final results shall be communicated to the selected candidates only.
21. Last date for submission of online application is **04.01.2024**. (within 15 days from the date of publication of the advertisement)

Sd/-  
Assistant Director  
Administration (Section –I)