



**National Institute of Rural Development & Panchayati Raj**  
**Rajendranagar, Hyderabad-500 030**

**Information Sheet**  
**Project Based Recruitment of Accountant for**  
**Projects in Centre for Wage Employment**

**File No. CWE/AAPT/BFT/2016**

National Institute of Rural Development & Panchayati Raj (NIRD&PR) is a premier institute of national and international repute in terms of capacity-building and research in the realm of rural development and related aspects. Among many Centres which deal with different issues of rural development, the **Centre for Wage Employment (CWE)** of NIRD&PR exclusively focus on training and research activities pertaining to wage employment, especially Mahatma Gandhi NREGS. CWE receives grants from Ministry of Rural Development and other agencies and hence maintenance of accounts on grants received and expenditure incurred is essential. This in background, applications are invited from suitable candidates for the post of **Accountant** (one position) on temporary basis for a period of one year with an emolument of **Rs. 25,000/- per month** purely on project mode. The details on qualification, experience, job particulars etc. is furnished below

**1. Qualification and job particulars**

**A. Qualifications**

- i. **Essential:** M.Com or MBA (Finance) or equivalent
- ii. **Desirable:** Soft skills qualifications in Accountancy procedures

**B. Experience**

- i. **Essential:** At least 3 years of experience in maintenance of accounts, including two years of experience on Tally package
- ii. **Desirable:** Experience in Govt. sector, especially related to academic institutions

**C. Age Limit:** 40 years and below

**D. Job Profile:**

The Accountant is responsible for all the works assigned by CWE unit of NIRD&PR. The key roles and responsibilities are:

- i. Maintenance of financial records of the grant received under the Project
- ii. Generating Receipt/Expenditure statement on monthly basis

- iii. Monthly reconciliation of all transactions pertaining to projects with accounts section of NIRD&PR
- iv. Voucher preparation and maintenance of records
- v. Drawing of bank statement on monthly basis
- vi. Any other work as assigned on behalf of Head, CWE

#### **E. Nature of Engagement**

The Project Position is purely on temporary basis in Project Mode and do not entail any form of regular appointment at NIRD&PR in future. The contract will be initially for a period of one year and extension can be considered for one more year based on performance and requirement of the Projects.

## **2. Method of recruitment**

- A. The walk-in interview will be held on 12/4/2016
- B. All eligible candidates are requested to register between **9.30 am to 10.30 am** on the day of interview by establishing proof of qualifications and experience possessed. No registration will be allowed after the prescribed time limit. Also note that only registered candidates will be allowed for the remaining process of interview.
- C. In case more number of candidates attend, a written test on accounting procedures, including **Tally**, will be held to scrutinize the candidates. Based on the marks obtained, candidates will be shortlisted for appearing in interview.
- D. Qualified and interested candidates may please attend the walk-in-interview on **12<sup>th</sup> April, 2016 at LF-3, 1<sup>st</sup> Floor, B.R. Ambedkar Block, National Institute of Rural Development & Panchayati Raj (NIRD & PR), Rajendranagar, Hyderabad 500030**. Candidates are informed to carry a copy of CV, original certificates of qualification and experience, to produce at the time of interview. For any clarifications please contact Ph.No.040 -24008463.

**All candidates are requested to register between 9.30 am to 10.30 am on 12/4/2016**