



**National Institute of Rural Development and Panchayati Raj
Rajendranagar, Hyderabad - 500030**

Advt. no. 27/2023

File no. NIRDPR/CNRMCCDM/RequirementofStaff/02/2022-23

Comp 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) - 01 No. 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/- 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 shall require 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, **04.10.2023**. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.
6. A screening test on Accounts / Tally will be conducted followed by personality test/interview.
7. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
8. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
9. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, 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. Number of vacancies is indicative. It may increase or decrease as per the requirement of the Institute.
18. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
19. Candidates may regularly visit the website for further information/ updates, if any.
20. Applications received after the due date and time will not be considered.
21. The final results shall be communicated to the selected candidates only.
22. Last date for submission of online application is **19.10.2023**. (within 15 days from the date of publication of the advertisement)

Sd/-
Assistant Director
Administration (Section –I)