

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
JAWAHARNAGAR, KHANAPARA, GUWAHATI – 781 022

No. 330/DDU-GKY/NIRDPR-NERC/2016/
Date: 16.02.2016

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ADVERTISEMENT

Applications are invited from the interested candidates for the following posts purely on contract basis at DDU-GKY Cell at NIRDPR-NERC, Guwahati:

Sl.No.	Name of the Post	No. of Vacancy	Consolidated Remuneration per month (₹)
01	Sr. Project Assistant	1	20,000.00
02	Project Attendant	1	10,000.00

Application in standard form along with photocopy of the educational certificate and proof of skill as desired should reach the undersigned by **26th February 2016**. For eligibility criteria, and other details may visit the website www.nirdnerc.nic.in.


Administrative Officer

Copy to:

1. Notice Board
2. PA to Director – for information
3. Regional Representative, DDU-GKY Cell
4. Accounts Section, NIRDPR-NERC
5. ✓ Shri S.K. Ghosh, Sr. CPA - with a request to upload the advertisement at NIRDPR-NERC website
6. Advertisement file
7. Office copy

Administrative Officer

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1. Name of the post : Senior Project Assistant

- i) Essential qualification : Graduation preferably in Commerce, Master Degree in Commerce would be an advantage
- ii) Knowledge of MS OFFICE essential. Proficiency with Tally preferred
- iii) Age : Not more than 30 years
- iv) Work experience : Minimum two years or more
- v) Desirable : Preference will be given to the candidates with Post Graduate in Commerce or Finance
- vi) Experience of working under projects in national agencies. Knowledge of English, Hindi and the local language
- vii) Compensation : Consolidated remuneration of ₹ 20,000/- (Rupees twenty thousand only) per month
- viii) Period of engagement : Initially the offer of engagement will be for one year. However, it will be extendable depending on the performance review and requirements of the project
- ix) Location : The position would be based at DDU-GKY Cell, at NIRDPR, NERC, Guwahati

2. Name of the post : Project Attendant (Multi-Tasking Staff)

- i) Essential qualification : 10+2 (Pass)
- ii) Age : Not more than 30 years as on date of advertisement
- iii) Work experience : Two years
- iv) Desirable : Preference will be given to the candidates with work experience in government organisations
- v) Ability to do scanning and Xerox, filing of papers, dispatch and other office related works
- vi) Compensation : Consolidated remuneration of ₹ 10,000/- (Rupees ten thousand per month)
- vii) Period of engagement : Initially the offer of engagement will be for one year. However, it will be extendable depending on the performance review and requirements of the project
- viii) Location : The position would be based at DDU-GKY Cell, at NIRDPR, NERC, Guwahati

Nature of engagement : The engagement is purely on contract which will be initially for a period of one year. Extension can be considered based on performance and requirement of the Project.

All the positions offered are on contract in project mode and does not envisage any form of regular appointment at NIRDPR in future


Administrative Officer