

No.PD/NERLP/2012-13/158/Pt-IV/Tripura/443  
**North East Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India

House No.102, Dilip Huzuri Path,  
GS Road, Guwahati – 781006  
Dated: 16/08/2016

**Vacancy Announcement**


Applications are invited for the following positions for District Project Management Units (DPMU) in Tripura on contractual terms for North East Rural Livelihood Project (NERLP).

Sl	Name of post	DPMU/ Number of post			Monthly remuneration*
		North Tripura	Khowai	Unokoti	
1	Accounts Officer		1		Rs.30,000/-
2	Coordinator, M&E	1			Rs.30,000/-
3	Accountant	1			Rs.18,000/-
4	MIS Operator			1	Rs.18,000/-
5	Office Assistant			1	Rs.15,000/-

\*Excluding applicable project allowances.

Application in prescribed format (available at [www.nerlp.gov.in](http://www.nerlp.gov.in)) along with attested copies of certificates, mark sheets and testimonials should reach the undermentioned address on or before **31/08/2016**.

For further details, please logon to [www.nerlp.gov.in](http://www.nerlp.gov.in)

  
**Project Director,  
NERLP, Guwahati.**

**Post: Accounts Officer**

Eligibility and Qualification:

- Post Graduate in Commerce with specialization in Accountancy / Finance and at least **3 years' experience** of working in the rank of Accounts Officer/Junior Accounts Officer/Section Officer in a Government project.
- For those serving in Central Govt. / State Govt. / PSUs / Autonomous Bodies requisite experience will be judged.
- Preference will be given to those having experience in accounting package (Tally) in an externally aided project.

Other essentials:

- Candidates should be proficient in English
- Must possess basic computer skills (MS Office and e-mail usage)
- Should know local dialect of the respective States

Job Responsibilities:

- Assist District Project Manager in discharge of his financial responsibilities.
- Prepare budget for implementation of project.
- Identify and asses fund requirement under several component and sub-components.
- To ensure timely release of fund to implementing/executing agencies as per Annual Work Plan.
- Ensure timely submission of Accounts and Utilization Certificates by implementing/executive agencies.
- Timely reconciliation of accounts and submission of financial progress reports as prescribed under rules.
- Monitoring & maintenance of stores and fixed assets register.
- Inspect the accounts of implementation/executing agencies periodically and ensure that the books of accounts are maintained properly.
- Ensure timely submission of audit replies
- Ensuring that all financial regulations are strictly adhered to.

**Post : Coordinator, Monitoring and Evaluation**

Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions in Statistics/ Agri Statistics/ Economics / Agricultural Economics or related fields.
- For those serving in Central Govt / State Govt / PSUs / Autonomous Bodies requisite experience will be judged
- Experience of working for 3 years in the field of monitoring and evaluation in any externally aided project.
- Experience in the field of participatory monitoring is essential
- Experience of designing, managing and implementing multidisciplinary and results based M & E system is desirable.

Other essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote and be willing for night stays
- Ability to empathize with the rural poor & have lateral communication with them
- Apart from expertise in computer skills, he should have analytical skills on evaluation of project interventions
- Capable of working individually and as a part of team.
- Must have strong writing and public presentation skills
- Should have ability to analyze quantitative and qualitative data
- Should know local dialect of the respective States
- Willingness to accept a minimum tenure of three years

Job Responsibilities:

- Provide technical assistance, guidance and training to facilitating teams of the project
- Conduct self-assessment and building the capacity in the areas of monitoring and evaluation including development of indicators, data collection, analysis and interpretation of data
- Develop and integrate the M & E plan with performance monitoring indicators
- Collect information for overall project performance monitoring and reporting
- Implement M& E system that will track and monitor project progress
- Ensure that standardized M& E system operates efficiently throughout the project areas
- Routinely review and analyze project site monitoring data
- Provide periodic information for project management and reporting purposes
- Document results and “lessons learned” to help improve and fine tune project implementation
- S/he will ensure that feedback is provided to all relevant stakeholder /partners
- Any other task assigned by DPM that would contribute to the realization of project objectives.

**Post: Accountant**

Eligibility and Qualification:

- **Graduate in Commerce** with basic Computer Skills (MS Office and e-mail usage)
- Must have **two years' experience** in the rank of Accountant/Accounts Assistant/Cashier/ in a Government Project.
- Preference will be given to those having experience of externally aided Projects
- Must be conversant with accounting package (Tally).

Other essentials:

- Must possess basic computer skills (MS Office and e-mail usage)
- Good knowledge in English
- Should know local dialect of the respective States
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Job Responsibilities:

- Preparing Pay Rolls.
- Bills and claims to put up in time for payment.
- Regular writing of Cash Book.
- Maintain the books of accounts in the form prescribed under the rules.
- Ensure timely deposit of govt. dues.
- Preparing Bank Reconciliation.

**Post: MIS Operator**

Eligibility and Qualification:

- **Graduation** with “O” level course of computer/ Advanced course in computer application from Govt. recognised institute.
- Possess knowledge and experience of ICT based office tools and applications (word processing, spreadsheets, databases, PowerPoint)

Other essentials:

- Must have work experience of **3 years** in the related field.
- Candidates should be proficient in English.

Job Responsibilities:

- To assist the District Project Manager in implementation MIS
- To organize field visits/ undertake field visit as per the requirement of the project.
- To assist in preparation of periodic reports.
- Professional experience of working in similar project (s) is desirable
- Provide technical support to PFT for timely submission of data.
- Any other work that may be assigned by the District Project Managers.

**Post: Office Assistant**

**Eligibility and Qualification:**

- **Graduate** in any discipline with computer skills.
- At least **3 years'** experience as Secretarial Assistant.

**Other essentials:**

- Knowledge and experience project related works will get due advantage.
- Candidates should be proficient in English.

**Job Responsibilities:**

- To assist the District Project Manager.
- To extend help in organizing tour & field visits.
- To assist in preparation of reports.
- To maintain files, records and office registers

**Remuneration**

- Individuals appointed on contractual basis will be paid remuneration as under

Coordinator	: ₹.30,000/-* per month.
Office Assistant	: ₹.15,000/-* per month.

**Note : Job responsibilities given are only illustrative.**

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