



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ  
RAJENDRANAGAR: HYDERABAD-500030**

**Advt.no. 33/2024  
File No. NIRDPR/AR(E)/Admn.Sec-II/2024/  
Eng.ofConsultant  
Comp. no.16976**

The National Institute of Rural Development and Panchayati Raj (NIRDPR), an autonomous organization under the Union Ministry of Rural Development, is a premier center of excellence in Rural Development & Panchayati Raj. NIRDPR is now enhancing the vision from poverty alleviation & livelihoods to quality of life and living standards in rural India.

NIRDPR holds a huge mandate and is a highly diversified system with 6 focus areas: Training and Capacity Building, Research and Consultancy, Policy Formulation and Policy Advocacy, Technology Transfer, Academic Programmes, and Innovative Skilling Livelihood. Highly qualified faculty at NIRDPR work across 21 centers of specific subject matter expertise under 7 schools of diversified thematic areas.

The responsibility of the Think Tank to MoRD and consultancy projects to various ministries keeps the role of NIRDPR highly dynamic. Nurturing 29 SIRDs and connecting organizations of the RD&PR cluster is another critical responsibility of NIRDPR. Considering 65% of the rural population as end beneficiaries, the role of NIRDPR is growing in demand for nation- building.

The Institute is looking forward to engage the services of **Consultant (Accounts) – 01 position** on a contract basis:

Qualification & Experience	<p><b><u>Essential:</u></b></p> <p>Accountants/Sr. Accountants/Auditors/Sr. Auditors/ who retired from organised accounts cadre and from autonomous organisations.</p> <p><b><u>Desirable:</u></b></p> <p>I. Knowledge of MS Word and Excel is preferable.</p> <p>II. Working knowledge of e-Office, Tally, and Accounting software is desirable.</p>
Age	Not more than 65 years.
Nature of Appointment	On contract basis initially for one year. Further extension may be given as per the Institute's requirement and the candidate's performance.
Remuneration	As per MoF guidelines. Retired Government Servants Remuneration will be regulated as per Government of India, Ministry of Finance OM NO. F.No.3-25/2020-E.IIIA, dt.9.12.2020 issued for regulation of Remuneration in case of Contractual appointment of retired Central Government Employees, i.e., Basic Pay at the time of retirement minus Pension.
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Preparation of salary, pension bills.</li> <li>• Scrutiny of TA/LTC Bills, GPF/NPS etc</li> <li>• Performing account reconciliations.</li> <li>• Maintaining the general ledger.</li> <li>• Preparing tax returns, 24Q/26Q, etc.</li> <li>• Preparation of GST returns.</li> <li>• Assisting with audit preparations.</li> <li>• Analysing financial data.</li> <li>• Overseeing financial and accounting practices.</li> <li>• Preparation of training programme budgets.</li> <li>• Ensuring compliance with internal controls and policies.</li> <li>• Bank reconciliations.</li> <li>• Coordinating with auditors during external and internal audits.</li> <li>• NIRDPR being an autonomous body under GOI and following GOI guidelines, the candidate who is going to be appointed should have the exposure to government rules, regulations, schemes, projects etc.</li> </ul>

### **General Conditions:**

1. The candidates should apply through online registration available on the website <http://career.nirdpr.in/>
2. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRDPR in future.
3. Age, experience and qualification will be reckoned as on last date of submission of the application. Clear quality attested Photostats copies of all important certificates and documents must be uploaded with the online application.
4. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
5. In case of a large number of applications, the Institute may shortlist the candidates as necessary, and the interview date, time, and venue shall be communicated to shortlisted candidates only. No TA / DA will be given for attending the Interview.
6. The Institute reserves the right to relax any requirements, i.e., age, experience, etc., in exceptional cases.
7. Institute reserves the right not to fill any advertised vacancies if the circumstances warrant. The Institute reserves the right to withdraw the advertised post(s) without giving any reason. Any consequential vacancies arising at the time of the interview may also be filled up by the available candidates. The number of positions is thus open to change.
8. In case of any inadvertence in the selection process that may be detected at any stage, even after the issue of the engagement letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
9. In case of any dispute/ ambiguity that may occur in the selection process, the Institute's decision shall be final.
10. Canvassing in any form will be treated as disqualification.
11. No correspondence or telephonic inquiry will be entertained as regards short-listing, calling for interview, selection, or engagement.

12. The selection will be at NIRDPR, Rajendranagar, Hyderabad

13. Candidates may regularly visit the website for further information/ updates, if any.

14. The final results shall be communicated to the selected candidates only.

15. The last date for submission of the online application is 13.02.2025.

Sd/-  
Assistant Director  
Administration (Section –I)