



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
**(An Organization of Ministry of Rural Development, Government of India)**  
**Rajendranagar, Hyderabad-500 030.**

**Advt. No.01/2019**  
**(No.Admn.A/A5/2019/01)**

1. NIRDPR is the country's apex organisation for undertaking training, research and action research and consultancy in all aspects of rural development. NIRDPR invites applications through online for **one (01) post of Assistant Financial Advisor & Pay and Accounts Officer (AFA&PAO) (Group 'A' Non-academic) on Deputation basis.**

2. The requirement for the post of AFA&PAO is as follows :

**i) Assistant Financial Advisor & Pay and Accounts Officer (AFA & PAO) (GROUP 'A' ) – ONE POST ON DEPUTATION BASIS** for a period **not exceeding three years** on such terms and conditions governing the deputation in Government of India from time to time -

*'Accounts Officers with not less than six years of service (Indian Audit & Accounts Department) or in other Accounts Organizations in the Ministries/ Departments of the Govt. of India (controlled by the Comptroller & Auditor General of India, Controller General of Defence Accounts, Ministry of Railways, Department of Posts etc.)'*

**ii) Pay Scale : Level-11 in 7<sup>th</sup> CPC**

**iii) Job Description of the Post :**

- i) The Selected candidate is required to deal with preparation of receipt and payment of accounts, income and expenditure account and balance sheet;
- ii) Preparation of budget;
- iii) Maintenance of personal accounts, fund accounts;
- iv) Experience in internal audit;
- v) Experience in costing and maintenance of accounts;
- vi) Work relating to training programmes, Research Studies, Consultancy accounts of the Institute.
- vii) Provident Fund, Development Fund, Benevolent Fund etc.
- viii) And other duties as assigned from time to time as per the requirements of the Institute.

### **GENERAL CONDITIONS:**

1. Employed personnel should submit their applications through proper channel. Advance copies within prescribed due date will be considered. However, applicants will have to produce **NO OBJECTION CERTIFICATE** from the employer at the time of interview.
2. Pay certificate duly signed by the pay drawing authority should be attached along with details of experience and present status.
3. Mere fulfilment of the qualifications prescribed does not entitle the candidate to be called for interview.
4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
5. Only Indian Nationals are eligible to apply.
6. No correspondence will be entertained from the candidates regarding postal delays, short-listing, reasons for not being called for interview, selection or appointment.
7. Experience will be reckoned as on the last date of submission of application. Clear quality Xerox attested copies of all important certificates and documents must be uploaded with the online application.
8. The prescribed requirement are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
9. Institute reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change. The Institute may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
10. Canvassing in any form will be treated as disqualification.
11. Candidate selected for the post has to stay compulsorily in the campus.
12. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
13. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.

14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
16. Application incomplete in any respect and not accompanied by relevant certificates/documents/ photograph will be summarily rejected.
17. The terms and conditions of deputation in Government of India are governed by Government of India O.M. No. 6/8/2009-Estt. (Pay), dt.17.6.2010 and subsequent orders issued from time to time.
18. The candidate may ensure that the following documents along with the application may be forwarded by their cadre controlling authorities/ Head of departments
  - i. Vigilance Clearance;
  - ii. Integrity certificate;
  - iii. No Objection Certificate from the forwarding authority; and
  - iv. Photocopies of ACRs/APARs of last five years
19. The candidates applying on deputation basis after submission of online application shall take a print out of application and apply through his / her parent organisation to forward the same along with Vigilance Clearance, Integrity Certificate, NOC from forwarding authority and photocopies of ACRs/ APARs and send the application to Assistant Registrar (E), National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad-500030, so as to reach it on or before **15.02.2019 by 05.30 PM.**

**The appointment will be subject to the Provisions of the Institute rules and subject to the concurrence from the Government of India.**

Interested candidates may apply through **Online Registration** available on the website [www.nird.org.in](http://www.nird.org.in) on or before **15.02.2019 (5.30 PM).**

Assistant Registrar (E)