

## EMPLOYMENT NOTICE

Applications are invited for the post of Accountant on Purely contractual basis for the period of eleven months under NREGA South Andaman District.

### **i) Name of the Post : Accountant**

### **ii) Job Description:**

The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support in respect of financial report preparation and be responsible for general accounting work at the Block Lock. He/She shall also report to the District Programme Coordinator. The District Programme Coordinator will oversee the work of the District team and shall be responsible for:

- i) Preparing the financial reporting formats received from the Government of India from time to time as specified by the GOI.
- ii) Day to day accounting work of the Block Level Implementation of the programme.
- iii) Preparation of the Financial Management Reports or any other financial report for the Block by assisting the Programme Officer as specified by the GOI.
- iv) Furnishing the financial details as specified by GOI for any other financial reporting process.
- v) Assisting the Programme Officer in the preparation of FMR, Utilization Certificates, Statement of Expenditures (SOEs) under the programme.
- vi) Any other work as specified from State/District Programme Coordinator from time to time.

### **iii) Educational Qualification:**

#### Essential Qualification:-

B.Com from a recognized University with computer knowledge. Should have good knowledge of Office Applications such as MS Word, Excel, PowerPoint, Access and other database applications such as Oracle/RDBMS and also working knowledge in Tally.

#### Desirable qualifications:-

M.Com from a recognized university.  
1 year working experience in the relevant field.

iv) **No. of Posts:** 01

v) **Remuneration:** Rs. 9,000 p.m (Fixed)

vi) **Age limits:** Not above 40 years.

Last date of receipt of application: - **23/11/2009**

**Documents to be enclosed with the application form:**

a) Mark sheets and Certificate in support of Educational Qualification, employment Registration card, local certificate, computer certificate etc.

b) Experience certificate(s) specifying NATURE & PERIOD of experience should be enclosed.

c) Application should be sent in a prescribed application format for the post of ACCOUNTANT" and should address to the District Programme Coordinator, NREGA (Deputy Commissioner) South Andaman District.

d) One recent photograph.

**GENERAL INFORMATION:**

i) while applying, the applicant should ensure that he/she fulfils the eligibility and other norms and that the particulars furnished by him/her are correct in all respect.

**IN CASE IT IS DETECTED AT ANY STAGE OF SELECTION THAT A PERSON DOES NOT FULFILL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT (SO, HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORT COMINGS IS/ARE LIABLE TO BE TERMINATED WITHOUT ASSIGNING ANY REASON THEREOF.**

ii) Interested persons shall be ready to work in remote/hard areas as and when directed and also may have to travel to remote/hard areas as required at their own cost.

iii) No accommodation facility will be provided to the selected persons.

iv) Engagement of above posts are purely contract based for the period of 11 months. They have no any rights for claiming any employment under the Act or under the Administration.

v) No individual call letters will be issued for appearing in the interview.

## Application Form

| <i>Post Applied for</i>   |                                   | <i>Attested Photograph</i> |               |                  |   |   |
|---|-----------------------------------|----------------------------|---------------|------------------|---|---|
| 1. Name of the Applicant:   |                                   |                            |               |                  |   |   |
| 2. Father's Name :  |                                   |                            |               |                  |   |   |
| 3. Date of Birth  | 4. Sex                            |                            |               |                  |   |   |
| 5. Domicile :   | 6. Whether local or non-local:    |                            |               |                  |   |   |
| 7. a) Present Contact Address :   |                                   |                            |               |                  |   |   |
| b) Permanent Contact Address:   |                                   |                            |               |                  |   |   |
| 8. Language spoken/written :  |                                   |                            |               |                  |   |   |
| 9. Education : High school onwards, please list all your qualifications |                                   |                            |               |                  |   |   |
| Degree  | Institute/<br>Board<br>University | Year                       | Marks         |                  |   | Main Subject in<br>the Graduation<br>/Post Graduation |
|   |                                   |                            | Full<br>Marks | Marks<br>Secured | % |   |
| Matriculation   |                                   |                            |               |                  |   |   |
| Plus Two  |                                   |                            |               |                  |   |   |
| Degree<br>(Graduation)  |                                   |                            |               |                  |   |   |
| Master's<br>Degree (Post<br>Graduation)                                 |                                   |                            |               |                  |   |   |
| Addl.<br>Qualification,<br>if any                                       |                                   |                            |               |                  |   |   |
| 10. Employment record :   |                                   |                            |               |                  |   |   |

11. Details of employment (Use separate sheets if required):  
Starting with your present employment, list in reverse order all the  
Employments you have had.

12. A Current Employments

| From<br>Month/year | To<br>Month/year | Designation |
|--------------------|------------------|-------------|
|                    |                  |             |

Location of Employment:

Description of your duties:

12. B) Previous Employment

| From<br>Month/year | To<br>Month/year | Designation |
|--------------------|------------------|-------------|
|                    |                  |             |

Location of Employment:

Description of your duties:

**Declaration**

I hereby declare that all the information furnished above by me in the application are true, complete and correct to the best of my knowledge and belief. I do understand that in the event of any information found false or incorrect or ineligibility being detected before or after my selection, my candidature/appointment is liable to be cancelled/terminated.

List of enclosures:

Place :

Date :

***(Signature of the applicant)***