

Walk in interview for the appointment of ACCOUNTANT under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District

<i>Designation</i>	<i>Place</i>	<i>No. of Post</i>	<i>Remuneration (Fixed)</i>
Accountant	North & Middle Andaman District (Any where in the District)	01	9,000/-

1. **Name of the Post :** ACCOUNTANT

2. **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 DISTRICT/BLOCK LEVEL. He/She shall also report to the District Programme Coordinator. He/She will 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 District/Block Level Implementation of the Programme.
- iii. Preparation of the Financial Management Reports or any other financial report for the District/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.

3. **Educational Qualification**

a. Essential Qualification;

B.Com from a recognized university with computer knowledge.

b. Desirable:

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

4. **No. of Posts:** 01

5. **Remuneration :** Rs. 9,000 per month (Consolidated).

6. **Age Limit :** Not above 40 years.

2. DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW:

- i. Original mark sheets and certificate in support of Educational Qualification, Employment registration card, local certificate, computer certificate etc.
- ii. Original experience certificate(s) specifying NATURE & PERIOD of experience.
- iii. Attested copies of all relevant documents are to be submitted alongwith a proforma given (Application Form), at MGNREGA District Head Quarter, Mayabunder before appearing for the interview. (attested photograph to be attached on the Bio-data)

3. GENERAL INFORMATION:

- (i) For attending the interview for the post, the applicant should ensure that he/she fulfills the eligibility and other norms and that the particulars furnished by him/her are correct in all respects.

IN CASE IT IS DETECTED AT ANY STAGE OF SELECTION THAT A PERSON DOES NOT FULFIL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER SELECTION, HIS/HER ENGAGEMENT 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. Leave rules will be as per the rules applicable for the contract appointment.
- (iv) This appointment will be purely on contract basis for the period of 11 months which is likely to be extended on mutual consent and performance of the candidate and this does not confer any right/privilege for regular appointment or continuity of service.
- (v) No TA/DA shall be payable for appearing in the interview.

4. INTERVIEW DETAILS:

The walk in interview will be held on 23/08/2011 at 10.00 AM onwards in the Chamber of Deputy Commissioner of North & Middle Andaman District. The interested candidates are requested to submit the filled in application form for the said post one hour before the commencement of the interview at the office of the District Programme Coordinator, MGNREGA Dist. HQ, Mayabunder.

--Sd.--
Addl. DPC, MGNREGA
Assistant Commissioner
Mayabunder

Application Form

Post Applied for:		<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/ Board University	Year	Marks			Main Subject in the Graduation /Post Graduation
			Full Marks	Marks Secured	%	
Matriculation						
Plus Two						
Degree (Graduation)						
Master's Degree (Post Graduation)						
Addl. Qualification, if any						
10. Employment record :						