

National Institute of Labour Economics Research and Development

(An autonomous organization under the aegis of NITI Aayog, Govt. of India)

Sector A-7, Institutional Area, Narela, Delhi-110040.

VACANCY ADVERTISEMENT

NILERD invites applications for engagement of four Assistant on contractual basis with consolidated emoluments. Details of the post is as under:

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| 1. | Name of the Post | Assistants (CNA CELL) |
| 2. | Number of Positions | 04 (FOUR) |
| 3. | Method of Recruitment | Contract Based through Open Market |
| 4. | Age Limit | Candidates should be below 35 years of age as on the date of Advertisement. |
| 5. | Period of Contract | The engagement would be purely on contractual basis for a period of 2 years from the date the candidate joins the assignment which may be extended or curtailed, subject to the review at the sole discretion of the Competent Authority. |
| 6. | Remuneration per month | INR Rs. 30,000/- (Consolidated all inclusive) |
| 7. | Purpose of Assignment | To support various activities under: i. Atal Innovation Mission (AIM) ii. Aspirational Block Programme (ABP) iii. Aspirational Development Programme (ADP) iv. State Support Mission (SSM) |
| 8. | Tasks Related to Assignment | To provide the assistance to the Consultants in day to day activities related to the above mentioned scheme at Sr. No.7 above. |
| 9. | Educational Qualifications | Graduation from any Recognized University |
| 10. | Work Experience | Essential: i. At least 3 years of professional working experience in Finance and Accounts Division in any Autonomous bodies/ PSUs/ Government Department / reputed Private Organization. |

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| | | <p>ii. Computer proficiency with commonly used packages like MS Work, Excel, PPT and Web Surfing to search the relevant data and documents.</p> <p><u>Desirable:</u></p> <p>Working knowledge of PFMS.</p> |
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Other terms and conditions

- i. Applicant must be Citizen of India. The term of Contract will be for a period of two year which may be extended further subject to review of performance.
- ii. Any relaxation to deserving candidates will be considered as per rules and discretion of the competent authority.
- iii. Assistant will not be entitled to DA, HRA, Gratuity, Leave Encashment, CPF/NPS, Medical facility etc. except 08 days leave in a calendar year on pro-rata basis.
- iv. The Institute reserves the right not to fill up the post advertised and may at its discretion cancel the recruitment process.
- v. Application incomplete in any form or received after the closing date will not be considered.
- vi. Director-General reserves the right to accept or reject any application as per his discretion and no correspondence will be entertained in this regard.

The candidates fulfilling the eligibility criteria, qualifications and experience may submit their applications in the prescribed format **(Annexure-I)** attached to the vacancy advertisement. Attested copies of certificates in support of age, qualification, experience etc. may also be enclosed with the application. The last date of receipt of application is 21 days from the date of publication of advertisement in the Employment News.

Interested and eligible candidates may send their application by post at the following address:

Deputy Director & In-charge (Admin)
National Institute of Labour Economics Research and Development
Sector A-7, Institutional Area, Narela, Delhi-110040

Annexure-I

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APPLICATION FORMAT

Affix
Photograph

Application for the Post of Assistant (CNA Cell)

| | | |
|----|---|--|
| 1. | Name of the Applicant (in Block Letters) | |
| 2. | Father's Name | |
| 3. | Date of Birth (DD/MM/YYYY) | |
| 4. | Category (SC/ST/OBC/EWS/Others) | |
| 5. | Address for communication | |
| 6. | Permanent Address | |
| 7. | e-mail address & Mobile No. | |

8. Educational Qualifications (including technical qualification):

| Examination Passed (Matriculation onwards) | Name of Board/University | Year of Passing | % of marks | Division |
|--|--------------------------|--------------------|---------------|----------|
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9. Work Experience:

| Name of Organization | Designation | From | To | Scale of Pay/ Total Pay Per Month | Nature of Duties |
|----------------------|-------------|------|----|---|---------------------|
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| 10. | Nature of present employment i.e. ad-hoc/temporary/ permanent/others | |
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The information/details provided by me are correct and true to the best of my knowledge and no material/facts related to my selection has been suppressed/withheld.

(SIGNATURE OF THE CANDIDATE)

Name of Candidate: _____

Mobile No.: _____

E-mail address: _____

Address: _____

Place : _____

Date : _____