



Letter No: 154/ WSN/2019-20

Date: 01/11/2019

WALK IN INTERVIEW FOR CLERK CUM ACCOUNTANT AT ATMA LEVEL

A walk-in interview for Clerk cum Accountant at ATMA level will be held on 08-Nov-2019, 10:30 a.m. at NCDS, Gajapati Nagar, Institutional Area, Near Survey of India, Bhubaneswar – 751013.

The detailed job description and eligibility is as under: -

Job Title : Clerk cum Accountant at ATMA level

Type of Job : MIS, Data management, Accounts

Role : MIS and Finance Management

Locations : Nuapada

Reporting to : DPMU head (PD, ATMA)

Period of Contract : The contract will be for a period of 1 year (first 3 months shall be probation period), renewable for another year subject to satisfactory performance and project period extension.

Job Description: The Assistant cum Accountant will

- Coordinate and train the NGOs on the financial compliances and norms.
- Coordinate and manage data for the project at district level
- Support DPMU head in the data management (both program and finance).
- Manage accounts related work of DPMU of Odisha Millets Mission.
- Verify the MPRs of NGOs involved in the project.
- Prepare Monthly Project Report /Quarterly Project Report/Annual Project Report for DPMU and Odisha Millet Mission

Desired Candidate Profile: Candidate must

- Be very energetic and must be willing to work extra hours and on holidays.
- Have at least 3 years of experience in managing accounts for Government programmes.
- Have knowledge of Tally 9.0 and other accounting software.
- Have experience of handling audits of projects, preparing balance sheets, so on so forth.
- Have experience in data management for the project.
- Have good report writing skills in English and Odia.
- Have good computer skills in MS Word, MS Excel, MS PPT, Google Spreadsheet etc.
- Not have any complaints against him by Government, Civil Society, Community organizations or Private agencies.



Preferences: Candidates with

- Masters in Commerce/Bachelors in Commerce/ Accounts/ Finance/or equivalent having experience in accounting and finance.
- Experience in similar development programmes will be preferred.

Salary: Rs 3.00 Lakh per Annum CTC

To attend the walk-in interview, Candidates are requested to send a consent mail to odishamilletsmission@gmail.com by **07-Nov-2019** mentioning **“Consent for attending the walk-in interview for the post of Clerk cum Accountant at ATMA level”** in the subject line.

Interested candidate are requested to bring 3 nos of CVs on the day of interview and make convenient to come early registration. The registration will open from 9:30 a.m. to 10:30 a.m. **No registration will be allowed after the specified timing.**

**State Coordinator
Odisha Millets Mission**