



LIVELIHOOD IMPROVEMENT FINANCE COMPANY OF MEGHALAYA

Livelihoods Improvement Project for the Himalayas
(A Project jointly funded by International Fund for Agricultural Development & Govt. of Meghalaya)
Lower Cleve Colony, Near Directorate of Agriculture Complex,
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No: LIFCOM-LIPH/4/ADM-SM/2009/Pt-2/1446

Dated: 5th March 2013

ADVERTISEMENT

Livelihood Improvement Finance Company of Meghalaya, a section 25 Company jointly promoted by International Fund for Agricultural Development (IFAD) and the Government of Meghalaya for improving livelihood among the rural poor by providing Financial Services and Business Development Services to upcoming small and medium enterprises requires the following Professionals-

Job Titles	Qualification Criteria
Accounts Assistant	Graduate/ Post Graduate in Commerce with Tally and MS Office
Relationship Assistant	Graduate (Any Stream), MS Office, Adobe Pagemaker, Photoshop

Location: Headquarter and District Headquarters of participating Districts within Meghalaya

Compensation- Accounts Assistant: ₹ 15600.00 and Relationship Assistant: ₹14000.00 plus allowances as admissible under the Rules.

Details and prescribed application form can be downloaded from MRDS website www.mrds.nic.in and the Office Notice Board

Last date for submission of applications: **22nd March 2013**

Outstation applicants may submit their applications through e-mail at lifcom.pmu@gmail.com

S/d
Chief Finance Officer
LIFCOM

Terms of Reference

Accounts Assistant

Location: Headquarter and District Headquarters of participating Districts within Meghalaya

Qualifications:

- Graduate in Commerce
- Should be well conversant with Tally Software

Desirable Skills

- Should be able to use MS Office including Word, Excel and Powerpoint
- Preference will be given to Candidates with experience in Accounting works
- Should be conversant with the procedure for compilation of accounts, maintenance of accounts and payment of Bills.

Responsibilities:

- Maintaining of Company Accounts and books of Accounts
- Recording of accounting transactions in Tally Software
- Should be able to prepare the Receipt & Payment Account, Trial Balance, Income & Expenditure Account, Balance Sheet, reconcile the Bank Account
- Assisting the Chief Finance Officer/Accounts Officer/Finance & Administration Officer in Finance & Accounts works including checking of Bills, Administrative Matter
- Willing to work long hours (including holiday if necessary)
- Willing to travel

Emoluments: Rs. 187200/-per annum payable in 12 monthly installments & HRA and other entitlement as per rules will be paid. A probation period of 6 months is applicable.

(Contd/-...)

TERMS OF REFERENCE

Relationship Assistant (Secretarial Grade)

Qualifications:

- Graduate in any discipline or equivalent from a recognized University
- Should be well conversant with MS Office including Word, Excel and Powerpoint and designing software (such as Page Maker, Photoshop, Coral ware etc)
- Proficiency in spoken & written English a must.

Desirable Skills

- Diploma in Secretarial Practice preferred
- Minimum 2 to 3 years experience in Secretarial Assistance and support to Executives or related work is mandatory

Responsibilities

- Maintenance of Files/Records/ Correspondence and Service Records
- Maintenance of Office Equipments and Assets
- Assisting the Chief Finance Officer/Accounts Officer/Finance & Administration Officer/ Managers in Administrative Matter, Sector Allotted, Correspondences
- Willing to work for long hours (including holidays if necessary)

Emoluments: Rs. 1, 68,000/-per annum payable in 12 monthly installments & HRA and other entitlement as per rules will be paid. A probation period of 6 months is applicable. The appointment will be through an open competition and the appointment will be on contractual basis for an initial period of 1 year renewable yearly on satisfactory performance. Shortlisted candidates will be called for a written test followed by a personal interview. Candidates without relevant experience and qualifications need not apply.

Short-listed Candidates invited for the interview shall have to attend the Test/ Interviews at their own cost. No TA/DA shall be paid for attending the Test/Interview.