



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
RAJENDRANAGAR : HYDERABAD -500 030**

Advt. no. 52/2022

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NIRDPR is the country's apex organization for training and research in various aspects of rural development. We actively monitor several Government of India rural empowerment initiatives and serve as a think tank for policy formulation by the Ministry of Rural Development. CIARD (Centre for Internal Audit in Rural Development Programmes) division at NIRDPR, Hyderabad is looking for human resources for the various positions on purely contract basis.

Educational qualifications, experience and remuneration are indicated in the table below:

Sr. Consultant – Research/ Evaluation

1	Designation	Sr. Consultant – Research/ Evaluation
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none">• Post-Graduation in any discipline with 55% marks from a recognized university.• Diploma in Rural Development/ Rural Management from reputed institutions like NIRDPR ,IRMA, IIM, etc.
5	Experience	<p>Essential:</p> <ul style="list-style-type: none">• Minimum 10 years working experience in Rural Development and Research.• Minimum 5 years' Experience in Accounting Procedures.• Working knowledge of MS office is essential. <p>Desirable Experience:</p> <ul style="list-style-type: none">• Experience in conducting Internal audit in RD Programmes.• Experience in coordinating trainings and delivery of sessions.• Liaising with Central and State Government Offices/Institutions.• If the candidate have more experience, the selection committee may recommend higher salary than mentioned.
6	Job Description	<ul style="list-style-type: none">• Conducting Research and evaluation studies in the area of Risk Based Internal Audits in RD programmes.• Analysis of previous Internal Audit Reports on quarterly /half yearly basis.• Assess the training needs and designing of the training programmes.• Preparation of Training calendars.

		<ul style="list-style-type: none"> • Responsible for conducting Trainings at NIRDPR/NERC. • Coordinate/Liaison with all State/UT Governments/SIRDs to conduct Certificate Courses in respective States. • Preparation and updating of course material for training purpose. • Delivery of sessions. • Submission of Training Reports to HoD • Willing to travel all over India extensively for field visits /monitoring/Research. • Any other works assigned by HoD.
7	Age Limit	Should not exceed 62 years at the time of submission of application
8	Remuneration	Rs.80,000/- per month (Consolidated)

IT Manager

1	Designation	IT Manager
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Post-Graduation in Computer Science <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Full time PG or diploma in Rural Development/ /Rural Management /from reputed institutions like NIRDPR, IRMA, IIM, etc. is desirable.
5	Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • 5 Years' experience in IT related Platforms. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Two years working experience in Rural Development after completing PG or Diploma in Rural Development/ /Rural Management is desirable.
6	Job Description	<ul style="list-style-type: none"> • Assist in Development/ updating of GRIP Portal and make it user friendly. • Designing of Brochures, Certificates for the Trainings/Workshops/Seminars. • Delivery of practical sessions on Grip, PFMS and MIS of RD schemes. • Maintenance of all data related to CIARD. • Preparation and updating of IT related course material for training purpose. • Willing to travel all over India extensively • Any other works assigned by HoD.
7	Age Limit	Should not exceed 45 years at the time of submission of application
8	Remuneration	Rs.65,000/- per month (Consolidated)

Accountant cum Training Manager

1	Designation	Accountant cum Training Manager
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	Post-Graduation in commerce or MBA or CA Inter.
5	Experience	<ul style="list-style-type: none">• Minimum of 8 years' experience in administration & Accounts in General, in which 2 years of relevant experience in rural development sector, 2 years' experience in trainings.• Experience in Tally is essential.• Computer skills and preparation of PPTs is essential.
6	Job Description	<ul style="list-style-type: none">• Vetting budgets of various training programmes/Workshops/seminars.• Vetting TA Bills, monitoring Charges, Institutional Charges, Resource Person fee and any other Payments of CIARD.• Liaison with the Accounts Department of NIRDPR on behalf of CIARD, regarding approvals, releases of budgets and bills of CIARD.• Liaison with IAW, SIRDs to get the cost norms and scrutiny of budgets sent by SIRDs, submitting of UCs to IAW time to time.• Preparation of Training Material.• Organizing trainings/ workshop/ seminars.• Preparation of assessment reports.• Submitting the feedback.• Maintaining of Data related to trainings.• Logistic support at the time of Trainings.• Willing to travel extensively all over India.• Any other works assigned by HoD.
7	Age Limit	Should not exceed 45 years at the time of submission of application
8	Remuneration	Rs.65,000/- per month (Consolidated)

Project Assistant

1	Designation	Project Assistant
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none">• Any Graduation from recognised university
5	Experience	<ul style="list-style-type: none">• Knowledge and experience in computer applications, office management, etc., for a minimum period of 5 years in Government organizations
6	Job Description	<ul style="list-style-type: none">• Assist HoD and consultants in preparation of questionnaires, data collection, entry and analysis.• Maintenance of training data.

		<ul style="list-style-type: none"> • Assist in preparation of certificates. • Assist in updating and correction of course material whenever required. • Noting Minutes of the Meetings organised by CIARD/MoRD/NIRD &PR. • Assist in Trainings/Liaison work in follow-up of SIRDs/State UT Governments. • Any other works assigned by HoD.
7	Age Limit	Should not exceed 45 years at the time of submission of application
8	Remuneration	Rs.30,000/- per month (Consolidated)

General Conditions:

1. The engagement for all the above posts shall be purely on contractual basis initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the candidate up to 3 years and will not confer any right for regular appointment in the. The term of appointment shall not be extended beyond 65 years.
2. An application fee of Rs.300/- should be paid by General/OBC/EWS candidates through **Pay Fee (SB Collect)**. No application fee for SC/ST/PWD candidates.
3. Candidate seeking exemption of application fee under SC/ST/PWD category shall require to upload the necessary Caste/PWD category certificate. Otherwise the application is liable to be rejected.
4. The candidates should apply through online registration available on the website <http://career.nirdpr.in/>
5. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRDPR in future.
6. Age, experience and qualification will be reckoned as on the date of this notification i.e, 27.12.2022. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.
7. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
8. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
9. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
10. Canvassing in any form will be treated as disqualification.

11. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
12. The selection will be at NIRDPR, Rajendranagar, Hyderabad.
13. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.
14. Only the shortlisted candidates will be called for written test/interview or both as applicable and no TA / DA will be given for attending the written test/Interview.
15. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for written test/Interview.
16. In case of any inadvertence in the process of selection which may be detected at any stage even after the issue of engagement letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
17. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
18. Candidates may regularly visit the website for further information/ updates, if any.
19. Applications received after the due date and time will not be considered.
20. The final results shall be communicated to the selected candidates only.
21. Last date for submission of online application is **10.01.2023**. (within 15 days from the date of publication of the advertisement)

Sd/-
Assistant Director
Administration (Section –I)