



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

Advt. no.50/2022

File no. NIRDPR/CPR/AKB/ActionResearchProject-100+CDP/Recruitment/2019

Comp no.10341

National Institute of Rural Development and Panchayati Raj is an autonomous Institution for research and training under the Ministry of Rural Development, Government of India. Refer to Advt. no.7/2021 issued on 01.06.2021. CPRDP&SSD of NIRDPR is implementing a project for creating 250 Model GP clusters across India in PMU and proposes to engage the services of suitable candidates for the following positions, on contract basis. It may be noted that the candidates who have applied earlier in response to Advt. no.7/2021 need not apply again. The requirement for the position viz. qualifications, experience, age, remuneration, etc. is as follows:

1. Senior Consultant (Capacity Building & Training)

1. Designation	Senior Consultant (Capacity Building & Training)
2. Position	One
3. Age Limit	Not exceeding 50 years as on 01/08/2022.
4. Nature of Employment	Contractual
5. Qualifications and Experience	<p>Qualification</p> <ul style="list-style-type: none">Master degree in any stream of Social Science/Rural Development from any recognized university.Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in any stream of Social Science/Rural Development; and 50% marks at Master degree level in any stream of Social Science/Rural Development. <p>Experience</p> <ul style="list-style-type: none">At least ten years' first-hand experience of having worked at District, State or National level on Capacity Building & Training and Participatory Planning in respect of Gram Panchayats. The work experience must be related to preparation of Training Modules including development of Learning Materials and conduct of Participatory Training including Training of Trainers.
6. Skills required	<ul style="list-style-type: none">Profound knowledge and experience about mentoring on structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats and about different aspects of Institutional Capacity of Gram Panchayats.Profound knowledge and experience about mentoring on Decentralised Planning – particularly preparation, implementation and monitoring of Gram Panchayat Development Plan (GPDP) and its integration into BPDP and DPDP.Proficiency in writing and speaking English and reading and speaking Hindi.Soft skills including proficiency in MS Office and presentation skills.Experience and keenness to undertake extensive travels in remote areas of the country.Capacity to work for prolonged hours.

<p>7. Job Description</p>	<ul style="list-style-type: none"> ▪ To prepare Project Training Calendar in conformity with the Project Design, Operational Guidelines for effective Project implementation, Training Modules including Learning Materials for Institutional Strengthening of Gram Panchayats and Decentralised Planning – particularly on preparation, implementation and monitoring of SDG-focused GPDP and its integration into BPDP and DPDP. ▪ To capacitate, mentor, guide and coordinate with the State & District Level Trainers, Project Training Coordinators, State Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Cluster Level Resource Persons, Gram Panchayat Planning Facilitation Teams/other stakeholders under the Clusters of GPs and Elected Representatives & functionaries of GPs on various aspects of Capacity Building & Training under the Project. ▪ To prepare Design for and conduct Training of Trainers on Training & Communication methodology with focus on Institutional Strengthening of Gram Panchayats and Decentralised Planning – particularly on preparation, implementation and monitoring of SDG-focused GPDP. ▪ To design and implement IEC Plans to enhance participation of people and people’s institutions in preparation, implementation and monitoring of SDG-focused GPDP. ▪ To coordinate with States and Union Territories and also SIRDPRs/SPRCs/State Nodal Officers for GPDP & RGSA, ETC/DTC/DPRCs, SRLMs, Corporates, Partner Organisations for the Project, CSO, NGOs and similar organisations on issues related to Capacity Building & Training under the Project. ▪ To operate Training Management Portals and prepare Reports on various Capacity Building & Training programmes under the Project. ▪ To monitor and evaluate Training of Trainers on Training & Communication methodology with focus on Institutional Strengthening of Gram Panchayats and Decentralised Planning – particularly on preparation, implementation and monitoring of SDG-focused GPDP. ▪ Any other task to be assigned from time to time.
<p>8. Consolidated Remuneration</p>	<p>Rs.1,20,000/- (Rupees one lakh twenty thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR.</p>
<p>9. TA/DA for field visits</p>	<p>As per the norms of NIRDPR</p>
<p>10. Last date for applying (on- line submission of applications)</p>	<p>10/12/2022</p>

2. Senior Consultant (Research & Documentation)

1. Designation	Senior Consultant (Research & Documentation)
2. Position	One
3. Age Limit	Not exceeding 50 years as on 01/08/2022.
4. Nature of Employment	Contractual
5. Qualifications and Experience	<p><u>Qualification</u></p> <ul style="list-style-type: none"> ▪ Master degree in any stream of Social Science from any recognized university. ▪ Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in the subject of social science; and 50% marks at Master degree level in the subject of social science. <p><u>Experience</u></p> <ul style="list-style-type: none"> ▪ At least 10 years' work experience of having worked at District, State or National level in conducting/leading Research Projects, Case Studies and documentation of good practices under various programmes, activities and trainings. ▪ Experience of publications in at least 3 reputed national or international journals.
6. Skills required	<ul style="list-style-type: none"> ▪ Sound knowledge about Panchayati Raj system, particularly Gram Panchayats and Decentralised Planning, particularly GPDP and its integration into BPDP and DPDP. ▪ Proficiency in writing and speaking English and reading and speaking Hindi. ▪ Soft skills including proficiency in MS Office and presentation skills. ▪ Experience and keenness to undertake extensive travels in remote areas of the country. ▪ Capacity to work for prolonged hours.
7. Job Description	<ul style="list-style-type: none"> ▪ To conduct/lead/coordinate Research Projects/Action Research Projects, Case Studies etc. under the Project for Creating Model GP Clusters. ▪ To coordinate with State Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Cluster Level Resource Persons, Gram Panchayat Planning Facilitation Teams/other stakeholders under the Clusters of GPs and Elected Representatives & functionaries of GPs on issues related to Research on Institutional Strengthening of Gram Panchayats and Decentralised Planning, particularly SDG-focused Gram Panchayat Development Plan (GPDP). ▪ Documentation of Good Practices/Innovations generated under the Project for Creating Model GP Clusters, and preparation of quality documents on Project activities, outputs, outcomes and impact. ▪ To prepare quality write-ups highlighting Good Practices and excellence in performance of the Project activities, outputs, outcomes and impact for publication in reputed journals and their dissemination among other institutions including Panchayati Raj Institutions. ▪ Review of progress of Project activities and preparation/consolidation of reports to be received from State Programme Coordinators, Beacon Panchayat Leaders, Young Fellows, other Project Staff and Project Gram Panchayats. ▪ To assist in Project Management and Monitoring through systems to be developed by expert/expert agencies and Reporting on the Project interventions. ▪ Any other task to be assigned from time to time.

8. Consolidated Remuneration	Rs.1,20,000/- (Rupees one lakh twenty thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR.
9. TA/DA for field visits	As per the norms of NIRDPR
10. Last date for applying (on- line submission of applications)	10/12/2022

3. Project Training Manager

1. Designation	Project Training Manager
2. Position	One
3. Age Limit	Not exceeding 40 years as on 01/08/2022.
4. Nature of Employment	Contractual
5. Qualifications and Experience	<p><u>Qualification</u></p> <ul style="list-style-type: none"> ▪ Master degree in any discipline from any recognized university. ▪ Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in the discipline; and 50% marks at Master degree level in the discipline. <p><u>Experience</u></p> <ul style="list-style-type: none"> ▪ Sound knowledge about structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats and sound knowledge about Decentralised Planning, particularly GPDP. ▪ Proficiency and experience in Capacity Building & Participatory Training on Panchayat functioning, Participatory Planning and monitoring. ▪ Three years' experience of managing Online and Offline Training at District, State or National level.
6. Skills required	<ul style="list-style-type: none"> ▪ Skills in development of Case Studies on Panchayat functioning and Participatory Planning. ▪ Skills in management, monitoring and documentation of Training Programmes. ▪ Soft skills including proficiency in MS Office and presentation skills. ▪ Proficiency in writing and speaking English and reading and speaking Hindi. ▪ Experience and keenness to undertake extensive travels in remote areas of the country. ▪ Capacity to work for prolonged hours.
7. Job Description	<ul style="list-style-type: none"> ▪ To provide support to the Project to organise, coordinate, manage and monitor Training Programmes related to the Project for Creating 250 Model GP Clusters at NIRDPR or State level. ▪ To assist in developing Training Designs and Learning Materials for training of State & District Level Trainers, Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the Clusters of GPs with focus on Institutional Capacity development and Participatory Planning. ▪ To assist in designing IEC Plans for participation of people in preparation, implementation and monitoring of GPDP in collaboration with the NIRDPR and the State Nodal Agency for GPDP & RGSA, NGOs/CBOs/SHGs and communities. ▪ To assist in development of Case Studies on Panchayats, Rural Development and GPDP.

	<ul style="list-style-type: none"> ▪ To assist in coordination with SIRDPRs/SPRCs/State Nodal Agencies for GPDP & RGSA, ETC/DTC/DPRCs, SRLMs, Corporates, CSO, NGOs and similar organisations for effective implementation of the Project for Creating 250 Model GP Clusters. ▪ To operate Training Management Portals and assist in preparation of reports, documentation and evaluation of Training Programmes. ▪ Any other task to be assigned from time to time.
8. Consolidated Remuneration	Rs.50,000/- (Rupees fifty thousand) only per month plus travel and subsistence on tour as per norms of the NIRDPR.
9. TA/DA for field visits	As per the norms of NIRDPR
10. Last date for applying (on- line submission of applications)	10/12/2022

4. Project Associate (MIS)

1. Designation	Project Associate (MIS)
2. Position	One
3. Age Limit	Not exceeding 35 years as on 01/08/2022.
4. Nature of Employment	Contractual
5. Qualifications and Experience	<p>Qualification</p> <ul style="list-style-type: none"> ▪ A bachelor's degree in engineering / Postgraduate in Computer Science/IT. ▪ Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in the subject of the study; and 50% marks at Postgraduate level in the subject of the study. <p>Experience</p> <ul style="list-style-type: none"> ▪ Three years' first-hand experience of working on MIS Systems including two years' experience in Data Analysis and report generation in any renowned organisation. Prior work experience in development sector will be given preference. Strong hands-on experience of using Microsoft Excel and other reporting tools is desired.
6. Skills required	<ul style="list-style-type: none"> ▪ Soft skills including proficiency in other aspects of MS Office and presentation skills. ▪ Proficiency in writing and speaking English and reading and speaking Hindi. ▪ Skills in official communication, documentation of Good Practices, preparation/consolidation of reports on progress of various activities under the Project. ▪ Experience and keenness to undertake extensive travels in remote areas of the country. ▪ Capacity to work for prolonged hours.
7. Job Description	<ul style="list-style-type: none"> ▪ To provide support in Project MIS, analysis and assessment of quality of Project activities, outputs, outcomes and impact. ▪ To assist in preparation of Analytical Report on programme related activities. ▪ To assist in designing/redesigning and maintaining the M&E System of the Project. ▪ To assist in designing/redesigning and maintaining the M&E Dashboard of the Project. ▪ To assist the PMU and the field level Project Staff in operating GIS, Mission

	Antyodaya, e-GramSwaraj, Training Management Portals and other Portals of the Ministry of Panchayati Raj in connection with implementation of the Project. <ul style="list-style-type: none"> ▪ To assist in designing/redesigning and maintaining a website to be developed for the Project. ▪ Any other task to be assigned from time to time.
8. Consolidated Remuneration	Rs.40,000/- (Rupees forty thousand) only per month plus travel and subsistence on tour as per norms of the NIRDPR.
9. TA/DA for field visits	As per the norms of NIRDPR
10. Last date for applying (on- line submission of applications)	10/12/2022

General Conditions:

1. A candidate can apply for a maximum of two posts. However, selection of candidate will be done based on the assessment in written test/ interview for the post appropriate irrespective of the number of posts applied for.
2. The Project personnel require extensive travel in remote areas across India.
3. An application fee of Rs.300/- should be paid by General/OBC/EWS candidates through Demand Draft, to be drawn in favour of NIRD&PR, payable at Hyderabad. No application fee for SC/ST/PWD candidates.
4. The candidates should apply through online registration available on the website <http://career.nirdpr.in/>
5. The print-out of filled-in application form (available on the website) along with **Demand Draft** is to be sent to the below address:

**The Assistant Director,
Recruitment Cell, Administration (Section-I),
National Institute Of Rural Development & Panchayati Raj,
Rajendranagar, Hyderabad -500 030.**

6. Full name of the applicant, application number, name of the post applied and the contact number should be mentioned on the reverse of the demand draft and on the envelope cover.
7. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRD&PR in future.
8. Experience and qualification will be reckoned as on the date of this notification.
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 candidates have to give an undertaking through a specified legal instrument for working in the Project for at least 2 years. In case of submission of resignation before completion of 1 year in the Project, the incumbents intending to resign will have to pay an amount equal to two months' remuneration for getting release from their assignment in the Project.
13. The selection will be at NIRDPR, Rajendranagar, Hyderabad.
14. 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 interview.
15. 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.
16. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
17. Candidates may regularly visit the website for further information/ updates, if any.
18. The shortlisted candidates will be informed about the date, time and venue of the Interview.
19. Last date for submission of online application is **10.12.2022**. (within 10 days from the date of publication of the advertisement)
20. Last date for receipt of Demand Draft along with the application form is **15.12.2022**. (within 5 days from the last date for submission of online applications)

Sd/-
Assistant Director
Administration (Section –I)