



National Institute of Rural Development and Panchayati Raj
(Ministry of Rural Development, Government of India)
Rajendra Nagar, Hyderabad 500030

Advt. No. 17/2022

**INVITES APPLICATIONS FOR THE POST OF
"Officer on Special Duty (OSD) to the Director General"**

National Institute of Rural Development and Panchayati Raj (NIRDPR) is an autonomous organization under the Union Ministry of Rural Development, is a premier centre of excellence in RD & PR. Having served our nation for 62 years, NIRDPR is now enhancing the vision from poverty alleviation & livelihoods to quality of life and standards of living at rural India.

NIRDPR holds a huge mandate and is a highly diversified system with 6 focus areas: Training and Capacity Building, Research and Consultancy, Policy Formulation and Policy Advocacy, Technology Transfer, Academic Programmes, Innovative Skilling Livelihood; Highly qualified faculty at NIRDPR work across 22 centres of specific subject matter expertise, under 7 schools of diversified thematic areas. The responsibility of Think Tank to MoRD and also with consultancy projects to various ministries, keep the role NIRDPR a highly dynamic in nature. Nurturing 29 SIRDs and connecting organizations of RD & PR cluster is another critical responsibility of NIRDPR. Considering 65% of rural population as end beneficiaries, the role of NIRDPR is growing in demand for nation building.

The Director General of NIRDPR holds accountability for strategy, execution, stakeholder satisfaction, national & international collaboration, integrating offerings from various ministries for the best possible benefit to rural citizens, and be a strong contributor for accelerated rural transformation and nation building. The incumbent will be required to scale up to the dynamic environment of the Director General Office.

NIRDPR, Hyderabad invites on-line applications for the position of "Officer on Special Duty to the Director General" on contract basis. Educational qualifications, experience and remuneration are indicated in the table below:

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| 1. Designation | Officer on Special Duty to the Director General |
| 2. Mode of Recruitment | Direct Recruitment (Contract) |
| 3. Position | One |
| 4. Work Location | Hyderabad |
| 5. Educational Qualification | Post-Graduate Degree or MBA or equivalent from any recognized educational institution in India or abroad |

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| 6. Experience | Minimum 10 years experience of working in developmental sector in national/international/governmental/government funded organisations with a good track record of having contributed to the organisation. |
| 7. Required attributes, skills and competencies | <ol style="list-style-type: none"> 1. Good understanding of the administrative and managerial aspects of a higher educational institute involved in rural development or agriculture 2. Ability to interact with media 3. Co-ordinate with other various departments, ministries, organisations associated with rural development 4. Excellent writing and oral communication skill in English, conversant in IT tools 5. Preparation of powerpoint presentations, reports, meeting minutes 6. Unimpeachable integrity 7. Demonstrated ability to write concept notes and strategy documents 8. Demonstrated ability to create dashboards and reporting templates to enable effective monitoring and projection of outcomes. 9. Passion for rural development work 10. Ability to work under pressure, co-ordinate with various departments and multi-task 11. Proficient in MS Office 12. Ability to work in a fast-paced environment and deadlines |
| 8. Job Description | <ol style="list-style-type: none"> 1. Facilitate the Director General office with strategic plans and innovation for Rural Development, for taking the organization's Vision and Mission forward. 2. Efficient coordination and communication of the Director General office with internal stakeholders, including national and international organizations and Ministries/Departments like, Ministry of Rural Development, Ministry of |

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| | <p>Panchayati Raj, other Ministries of GoI, Departments of United Nations Organization, State Institute of Rural Development, and Social Organizations.</p> <p>3. Ideate development of tools and processes to achieve and sustain execution excellence.</p> <p>4. Evaluate technologies and models for the benefit of rural stakeholders.</p> <p>5. Contribute to improvement in the quality of process and procedures in NIRDPR through innovative solutions</p> <p>6. Prepare dashboards and visualisations</p> <p>7. Any other duties assigned by the Director General</p> |
| 9. Age Limit | 55 years; Relaxation in the upper age limit by 5 years for SC/ST candidates and by 3 years for OBC candidates. |
| 10. Remuneration | 1,00,000/- INR |
| 11. TA/DA for field visits | As per the norms of NIRD & PR |
| 12. Last date for applying (on-line submission of applications) | 18.05.2022 |

The candidates who fulfil the qualifications / experience may apply online in the prescribed format ([Click here for Online Application](#)). The candidate should submit a copy of print out of the submitted on-line application at the time of interview and the original certificates of qualification / experience for verification along with attested copies. Only the shortlisted candidates will be called for interview. No TA / DA will be given for attending the Interview.

General Conditions:

1. The initial tenure of contract will be for a period of not more than two years and extendable based on the performance and co-terminus with the project. The assignment is purely temporary and does not envisage any kind of regular appointment in NIRDPR in future.
2. Eligible candidates may apply through NIRDPR website i.e., <http://www.nird.org.in>
3. Pay certificate duly signed by the pay drawing authority should be attached along with details of experience and present status.
4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.

5. Only Indian Nationals are eligible to apply.
6. No correspondence will be entertained from the candidates regarding postal delays, short-listing, reasons for not being called for interview, selection or appointment.
7. Experience and qualification will be reckoned as on the last date of submission of application. Clear quality attested photostat copies of all important certificates and documents must be uploaded with the online application.
8. 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.
9. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
10. The Competent Authority reserves the right to decide to fill or not to fill these advertised posts, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled from the available candidates. The number of positions is thus open to change. The Institute may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
11. Canvassing in any form will be treated as disqualification.
12. No correspondence will be entertained as regards short-listing, calling for interview, selection or appointment.
13. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.
14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
15. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
16. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
17. Application incomplete in any respect and not accompanied by relevant certificates/documents/ photograph will be summarily rejected.
18. Changes viz., notice, corrigendum, addendum, cancellation, if any will be updated at the NIRDPR website. Hence, candidates may visit website at regular intervals.
19. Documents would be verified before commencement of recruitment process.
20. Date of interviews shall be communicated to shortlisted candidates only.

21. The final results shall be communicated to the selected candidates only.
22. Retired Government persons who apply will be governed as per provisions of Ministry of Finance OM No.3-25/2020-E.IIIA dated 09.12.2020