

National Institute of Rural Development & Panchayati Raj, Ministry of Rural Development, Govt. of India, Hyderabad is hiring the services of Consultants (one Position each) on project mode contract basis. The project positions are:

- A. Management Consultant**
- B. Sr. Consultant/Consultant- Information Technology (IT)**
- C. General Instructions for submitting applications**

The details on Project Positions, educational and experience details etc. are detailed below:

A. Management Consultant (One Position) with place of work at O/o Chief Controller of Accounts, Ministry of Rural Development, New Delhi

1. Background

Ministry of Rural Development is running flagship programmes like MGNREGA, PMAY, PMGSY etc. There are more than 900 auditee units spread across India. O/o Chief Controller of Accounts, MoRD is conducting Risk Based Internal Audit of all the schemes implemented by the Ministries under the control of CCA.

There is requirement of one Management Consultant at the disposal of O/o Chief Controller of Accounts, Ministry of Rural Development. Primarily, management consultant will be responsible for supporting various Internal Audit teams, Social Auditors and other consultants. The management consultant must be able to co-ordinate with audit teams, liaison with State Governments and various officers at senior level in the ministry. He / she should be able /willing to undertake field visits whenever required by the O/o Chief Controller of Accounts, MoRD. Management consultant is also expected to draft various reports , must have analytic abilities and well versed with various programmes implemented by this ministry.

2. Duties and Responsibilities

The Management Consultant will be responsible for the following functions:

A Technically sound Management Consultant who can formulate guidelines, manuals and Audit modules for various schemes of the MoRD. The Management Consultant will work under the guidance and supervision of the Chief Controller of Accounts, MoRD. The incumbent will be primarily responsible for backend operations and report writing, help other senior officers for carrying out internal audit of various schemes of the MoRD, M/o Drinking water and Sanitation and M/o Panchayati Raj.

He will interact with senior Government officers, Stake holders, and beneficiaries to facilitate exchange of critical information and validate findings and recommendations. He will make power point, charts and graphical presentation before the senior officers of his various findings.

- Review and report the progress of Internal Audits conducted and reports submitted by the Audit Teams on monthly basis.
- Provide inputs as required by the consultants for finalization of Internal Audit Reports.

- Co-ordinate with Program Divisions to get data , documents for firming up and support the paras raised
- Work for continuous updating and improvement in the parameters of risk matrix, design standard concept documents, process flow documents and implement frame-work.
- Work for integration and validation of data from various schemes.
- Undertake field visits whenever required and provide the necessary data to the audit teams before they conduct audit tour.
- Access database of PFMS/NAREGA SOFT / Awaas soft etc., and forward meaningful analysis to audit teams for their consumption.
- Assist in drafting and finalisation of Audit reports after incorporating relevant data.
- Prepare reports on accounts and payments
- Analyse data of various schemes and prepare reports
- Suggest changes in the guidelines of schemes to make them relevant and uniform for better accounting and financial management.
- Get additional inputs from the departments Program Divisions (Centre, State / UT and other involved stakeholders), internal auditors, social auditors and other experts, if required.
- Undertake other works which may be assigned from time to time by the reporting authority.
- Work on Computer Aided Audit Tools [CAAT]

3. Competencies

- Proficiency in MS Office
- Experience in report writing
- Analytic abilities to strategies for data collection. Analysis, presentations and reporting
- Excellent communication and presentation skills, analytical and interpersonal
- Working knowledge of Hindi is also desirable
- Demonstrated ability to work in a multi-disciplinary team environment
- Good health and willingness to travel to States / UTs and districts to provide technical assistance and ability to work on different assignments simultaneously to meet the timelines for assignments

4. Required Skill and Experience

i. Education :

Graduate (Computer Science / Information Technology / Electronics) and/ or full time MBA from reputed institute from a recognized university affiliated with UGC / AICTE **or** BBA /B. Com with full time MBA from reputed institute from a recognized university affiliated with UGC / AICTE **or** CA/CIMA/CIA

ii. Post qualification Experience: Minimum 3 years.

However, weightage/consideration will be given to candidate who has experience of minimum 3 years in reference to the following:

- a) Graduate (Computer Science / Information Technology / Electronics) with minimum 3 years' experience with a reputed organization or Public Sector undertaking
- b) BBA/B.Com with MBA should have worked with a reputed organization or Public Sector undertaking for atleast 3 years.
- c) Chartered Accountant /CIMA/ CIA with minimum 3 years' experience with a reputed organization or Public Sector undertaking or worked with at least a firm registered with ICAI or must have worked as Internal auditor for minimum 3 years.

iii. Language:

- Fluency in English and Hindi is essential.
- Good Communication Skills.

5. **Age :** Upper age limit is 45 years as on Sept. 1, 2017

6. **Duration of Contract:** Till 31st March, 2018. Contract may be renewed based on performance. The remuneration and other benefits may be revises on renewal.

7. Remuneration and Benefits :

Management Consultant will be paid a monthly remuneration in the range of **INR 70,000 to 80,000** per month, for the contract duration. In addition, monthly mobile allowance of INR 1500 will be paid. IT Equipment such as Laptop and data card will be provided to the consultant. The remuneration will be commensurate with skills and experience. The TA& DA will be as per the norms of NIRD& PR.

8. Other terms and conditions of contract :

- In case of resignation, one month of notice is to be served by the candidate.
- Should be ready to travel anywhere in India for the project.
- This assignment will not entitle the claim for the Government Job by the consultant in any manner, even if the contractual period is extended as per the requirement of the Ministry.

B. Sr. Consultant/Consultant- Information Technology (IT) (One Position) with place of work at O/o Chief Controller of Accounts, MoRD, New Delhi

1. Background

Ministry of Rural Development is running flagship programmes like MGNREGA, PMAY, PMGSY etc. Many ICT driven platforms are being developed for reaching out to beneficiaries, preparation of master data and releasing of funds till last mile. The interface between PFMS and Program Division is also IT based.

There is requirement of one IT Consultant at the disposal of O/o Chief Controller of Accounts, Ministry of Rural Development. Primarily, IT consultant will be responsible for supporting various Internal Audit teams, Social Auditors, Expert Advisory Group and other consultants. The IT consultant must be able to perform data analysis and should be able to apply various data analytic tools, should be able to integrate / validate data and present it before the senior officers of the Ministry. He / she should be able /willing to undertake field visits whenever required by the O/o Chief Controller of Accounts, MoRD.

2. Duties and Responsibilities

The Sr. Consultant/Consultant- Information Technology (IT) will be responsible for the following functions:

- Review and provide the functional and technical requirements from the departments (Centre, State / UT and other involved stakeholders), internal auditors, social auditors and other experts.
- Develop user friendly internal audit frame work, update and improve the parameters in risk matrix, design standard concept documents, process flow documents, implement frame-work with in time period.
- Liaison with senior officers of the Government / Ministry to operationalize and integrate the analytical framework with existing systems and internal audit.
- Development of tools for integration and validation of data from various schemes.
- Undertake field visits whenever required and provide the necessary data online during audit tour.
- Collect, Analyse and synchronise data in r/o of various schemes of MoRD.
- Develop interface of database with Grameen Internal Audit Portal (GRIP) of this Ministry
- Work on improvement of GRIP.
- Use data analytics tools for analyses of data and training.
- Assist in drafting and finalisation of Audit reports after incorporating relevant data.
- Assist to prepare plan for IT Audit and conduct IT Audits and submit reports.
- Must be aware of Computer Aided Audit tools[CAAT].
- Undertake other works, which may be assigned from time to time by the reporting authority.
- Prepare and submit monthly updates on Internal Audit.

3. Competencies

- Proficiency in MS Office, application testing, basic knowledge of mobile technologies, data analysis, data mining and reports.
- Experience in designing tools and strategies for data collection, analysis and production of reports
- Expertise in deriving reports from different databases and culling out reports on schemes using big data tools to facilitate internal audit and analysis
- Excellent communication and presentation skills, analytical and interpersonal Working knowledge of Hindi is also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to States / UTs and districts to provide technical assistance and ability to work on different assignments simultaneously to meet the timelines for assignments.

4. Required Skill and Experience

i. Education :

Post Graduate (Computer Science / Information Technology / Electronics) or MBA (Information Technology / System) **OR**

Graduate in B. Tech (Information Technology / Computer Science / Electronics) with MBA (full time) from a recognized university affiliated with UGC / AICTE

ii. Post qualification Experience: Min 3 years.

iii. Language:

- Fluency in English or Hindi is essential.
- Good Communication Skills.

5. Age : Upper age limit is 45 years as on Sept. 1, 2017

6. Duration of Contract: Till 31st March, 2018. Contract may be renewed based on performance. The remuneration and other benefits may be revises on renewal.

7. Remuneration and Benefits:

The Sr. Consultant / Consultant will be paid a monthly remuneration in the range of **INR 70,000 to 80,000** inclusive of all taxes for the contract duration. In addition, monthly mobile allowance of INR 1500 will be paid. IT Equipment such as Laptop and data card will be provided to the consultant. The remuneration will be commensurate with skills and experience. The TA& DA will be as per the norms of NIRD& PR.

8. Other terms and conditions of contract:

- In case of resignation, one month of notice is to be served by the candidate.

- Should be ready to travel anywhere in India for the project.

C. General Instructions for both the Project Positions:

Submission of Applications

- All the eligible candidates are required to submit details through on-line application to the prescribed format through **on-line**. In case the applicants are interested to apply for both the positions, then separate applications are required to be submitted.
- Only shortlisted candidates selected on the basis of education and experience will be called for interview. The short-listed candidates are required to produce documents in regard to age, educational qualifications, experience etc.
- The last date for receiving applications through online is **20.11.2017**.
- The interviews will be conducted on the premises of NIRD&PR, Rajendranagar, Hyderabad
- Shortlisted candidates will be informed only through online (e-mail)
- Candidates are advised to **submit the applications only through online in the prescribed format as available on the website www.nird.org.in**.