

MINISTRY OF RURAL DEVELOPMENT
Department of Rural Development
(Training Division)
Krishi Bhawan, New Delhi – 110001

Recruitment Notice

National Institute of Rural Development & Panchayati Raj (NIRD&PR), Hyderabad is an autonomous organization under the administrative control of the Ministry of Rural Development, NIRD&PR undertakes training, research, action research and consultancy functions in rural development. It provides an inter-disciplinary academic environment, backed by an excellent infrastructure and state-of-art research and computer facilities.

The Ministry invites applications in prescribed format for the post of **Director (Financial Management) & Financial Advisor** in NIRD&PR, Hyderabad –

1.	Pay Band and Grade Pay (7 th CPC)	Level 14: Rs.1,44,200-Rs,2,18,200 [Rs.37,400 – 67,000 (PB-4) plus Grade of Rs.10,000/- (as per 6 th CPC)]
2.	Method of Recruitment	Deputation
3.	Age limit	55 years on closing date of receipt of applications

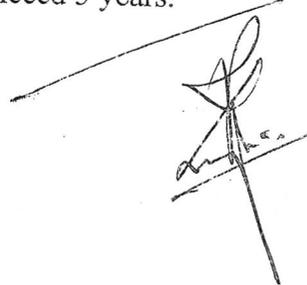
A copy of the approved norms & criteria for the post, wherein details regarding qualifications, experience and other information & Proforma of Application is enclosed herewith. The details of the vacancy may also be visited on the official website of the Ministry of Rural Development (www.rural.nic.in) and NIRDPR (www.nird.org.in)

It is requested that the applications of interested and eligible officers may be forwarded so as to reach this Department **on or before 15th September, 2018**. The duly filled applications with due recommendations in the prescribed format along with APARs of last five years and relevant supporting documents should be sent through the Cadre Controlling Authority to the **Under Secretary (Training), Department of Rural Development, Ministry of Rural Development, Room No.363, 3rd Floor, Krishi Bhawan, New Delhi – 110001**.

LAST DATE: 15th September, 2018

The Norms and Criteria for Selection to the post of Director (FM) & FA, National Institute of Rural Development & Panchayati Raj (NIRD & PR), Hyderabad

- i) Name of the Post : Director (Financial Management) & Financial Adviser
NIRD & PR
- ii) Number of Post(s) : One (1) (2016)
- iii) Classification : Group A
- iv) Pay Band and grade pay or pay scale : Band Pay of Rs.37,400-67,000 (PB4) plus Grade pay of Rs.10,000/-
- v) Method of Recruitment : On Deputation only
- vi) Composition of Selection Committee : A Search-cum-Selection Committee constituted with the approval of MRD and DOPT and notified by the Ministry from time to time
- vii) Appointing Authority : On the recommendations of Search-cum-Selection Committee duly approved by Hon'ble M (RD) and subsequently ratified by the Executive Council of NIRD & PR
- viii) Method (s) adopted for filling the posts : (i) Inviting a panel of names from Organized Accounts Cadre/Cadre controlling Authorities
(ii) Scrutinizing applications by Search cum Selection Committee notified by the Ministry and thereafter selection based on scrutiny of bio-data APARS
- ix) Period of Deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization or some other organization or department of the Central Government shall ordinarily not exceed 5 years.



x) Age limit : 55 years on the closing date of receipt of applications.

Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)

xi) Eligibility : A Group A Officer belonging to Central or State Accounts and/ or Audit services, holding analogous posts [i.e in PB4 Rs.37400-67,000/- + GP of Rs.10,000/-] with minimum 10 years experience in finance/audit/accounts.

xii) Cooling off period : As per GOI rules

xiii) Duties of the post : As per Annexure-I

Other Conditions:

1. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. **Disqualification** – No person, -

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.



3. **Power to relax.** – Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules except the condition 3 above with respect to any class or category of persons.
4. **Saving.** – Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward classes, the Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
5. The other instructions issued by the DoPT/ACC from time to time on the above subject may also be followed.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

F.No.15017/5/2015-Trg

The following will be the duties, at present, of Director of Financial Management and Financial Adviser: (3)

A. Academic

1. Supervision of the activities undertaken in the Faculty.
2. Maintaining contact with other institutes in the country and State Governments with reference to activities related to Government financial management for rural development so that the programme content will be responsive to Government's requirements.
3. Developing of detailed training manual for courses conducted.
4. Promoting effective relationship within and across the members of Faculty. Achieving the linkage of the Faculty activities with the activities of other faculties.
5. Other activities as assigned by Director General.

B. Finance & Administration

1. Will be in charge of Accounts Branch which deals with payments, accounting, Provident Fund, budget, audit and allied matters.
2. Formulation of budget.
3. Post-budget vigilance as required.
4. To keep himself closely associated with the formulation and implementation of all proposals involving expenditure from the initial stages.
5. Preparation of performance budget and monitoring of progress of schemes against budget.
6. To sign cash-books.
7. To sign cheques.
8. To sign Debit Vouchers for Director General.
9. To assist on matters concerning expenditure, receipts and investment of funds of the Institute and in securing effective financial management and control.
10. Administrative work, as assigned by Director General from time to time.

C. Other work

11. Building construction programme.

Registrar will look after the duties under 'B' and 'C' in the absence of Director of Financial Management and Financial Adviser.

CC: Director of FM & F.A.
Registrar

F.O.

PA to DG

For circulation

(S. K. Rau)
Director General

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned**(Employer/ Cadre Controlling Authority with Seal)**