

NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ

(Ministry of Rural Development, Government of India)

Rajendranagar, Hyderabad 500030

The National Institute of Rural Development and Panchayati Raj (NIRDPR) proposes to engage the services of suitable candidates on temporary basis on contract for the project post of Senior Programme Officer, **Human Resource for UBA Cell** for Capacity Building and Training Programme under Unnat Bharat Abhiyan (UBA) on project mode for a period of one year and extendable by two more years depending upon the performance of the candidate. The details of the project, consolidated remuneration, qualifications, experience, age, etc., are as follows:

Name of the Project Post	Qualifications	Experience	Job Description	Project consolidated Remuneration
Senior Programme Officer Post - 1	<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none">• PhD degree in social sciences/ management or similar field.• Age should not exceed 45 years.• Should have experience in research and training activities• Excellent communication, writing and drafting skills required• Fluency in English and Hindi• Computer literacy and	<ul style="list-style-type: none">• 8 years of progressive experience in handling multi-stakeholder, state or national level projects in a multi-disciplinary team.• Published works in reputed Journals /publications	<ul style="list-style-type: none">• He / She will work closely with the Prof. Head, CHRD• He / she should assist in setting up the structural network and the modalities along with developing the interventional competence as well as the rapport between various constituents involved in the UBA, viz., participating institutions, Panchayati Ra Institutions, concerned Ministries / Departments, voluntary organizations.• Manage capacity building programs and supervise content/ training materials/case studies/tools and smooth rollout of training programs.• Monitoring and evaluation of UBA programme.• Leading and providing technical support and	Rs.60,000/- per month

	<p>ability to work efficiently in MS Office</p> <ul style="list-style-type: none">• Excellent presentation/delivery skills		<p>guidance to UBA team in planning, implementing and reporting various project activities.</p> <ul style="list-style-type: none">• Compile, analyze, discuss and finalize cluster specific (group of villages) capacity building needs in consultation with Prof & Head, CHRD.• Project proposal development, report writing, data analysis, and presentation	
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Name of the Project Post	Qualifications	Experience	Job Description	Project consolidated Remuneration
Programame Officer Posts – (2)	<p align="center"><u>Essential</u></p> <ul style="list-style-type: none"> • Degree/Master Degree in any discipline • Age should not exceed 35 years • Good communication, writing and drafting skills required • Fluency in English and Hindi • Computer literacy and ability to work efficiently in MS Office <p align="center"><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience in capacity building / training 	<ul style="list-style-type: none"> • 4 years of progressive experience in state or national level projects. • Project coordination, preferably with some experience at state /National level 	<ul style="list-style-type: none"> • To assist the Prof. & Head (CHRD) and Senior Programme Officer in organizing training programmes / capacity building and supervise content / module development • Manage capacity building programs and supervise content/module/ training materials/case studies/tools and smooth rollout of training programs • Monitoring and evaluation of UBA programme. • Project proposal development, report writing, data analysis, and presentation 	<p align="center">Rs.50,000/- per month</p>

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The National Institute of Rural Development and Panchayati Raj (NIRDPR) proposes to engage the services of suitable candidates on temporary basis on contract for the project post of **Project Assistant, Human Resource for UBA Cell for Capacity Building and Training Programme under Unnat Bharat Abhiyan (UBA)** on project mode for a period of one year and extendable by two more years depending upon the performance of the candidate. The details of the project, consolidated remuneration, qualifications, experience, age, etc., are as follows:

Name of the Project Post	Qualifications	Experience	Job Description	Project consolidated Remuneration
Project Assistant Posts - 1	<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none">• Degree in B Com/Finance• Age should not exceed 35 years• Knowledge in Accountancy and Talley is a must• Good communication, writing and drafting skills required• Fluency in English and Hindi• Computer literacy and ability to work efficiently in MS Office <p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none">• MBA with finance	<ul style="list-style-type: none">• 2 years of progressive experience in state or national level projects.	<ul style="list-style-type: none">• To assist the Prof. & Head (CHRD) and Senior/ Programme Officers in organizing training programmes• To assist in preparing budget and settle the Accounts• To do independent correspondence with regard to the official work.	Rs.25,000/- per month

The candidates are advised to go through the advertisement thoroughly before applying.

Qualified and interested candidates should apply online through NIRD&PR Website: www.nird.org.in.

General conditions:

- This project assignment is purely temporary, co-terminus and does not entail any kind of regular appointment in NIRD&PR in future
- The Institute reserves its right in shortlisting the applications, as may be necessary
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases

The **last date for submitting applications online is 30th June, 2017**. Applications received after the due date and time will not be considered.

The shortlisted candidates will be informed about the date, time and venue of the Interview.

**Professor & Head (CHRD) &
Coordinator CRU -NIRDPR**