

NIRD&PR, a premier Institute in rural development provides training, research and consultancy services. Applications are invited from the interested candidates for the following positions at National Rural Livelihood Mission Resource Cell (NRLMRC) in NIRD&PR Hyderabad & at NIRDPR-NERC Guwahati on contract, initially for a period of one year, on the following terms and conditions:

1. Name of the Post	DIRECTOR NRLM RC
Number of Post	01
Place of Posting	Hyderabad
Education qualification	Post Graduate equivalent in Science, Technology, Management, Agriculture, veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development / Management, Development Studies or related fields.
Remuneration	Rs. 1,50,000/- per month
Age	Not more than 55 Years
Experience	<p>Preferably 20 years of overall experience in development sector in general and minimum of 10 years' experience either at National level or State level in the following areas:</p> <ul style="list-style-type: none"> • Working with poverty reduction and livelihoods projects and self-help groups (SHGs). • Preferably exposure and working with SRLM or NRLM. • Coordination and facilitation of senior level multi-functional teams • Training and Capacity Building Staff & Community members, leaders, cadres and institutions • Training of Trainers and Managing Community Training and Community • Professional Training function in large community development projects • Working with Resource Pools and Resource Organizations while managing training function in large development projects • Design and produce implementation of participatory training and capacity building module.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and Self-Help Groups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, drafting skills. • Participatory training and facilitation skills. • Willingness for fieldwork and to travel extensively across the country. • Team Leadership and conflict resolution skills. • Planning, information/data analysis and management.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To build and nurture the team at NRLM Resource Cell and coordinate with Ministry of Rural Development. • To manage NRLM-RC as per the directions of Director General and Deputy Director General. • Preparation of budget and resource management, file management, Human resource Management etc. • To prepare Annual action plan of NRLM Resource cell Plan monthly activities based on the annual action plan, implement and report the progress to Director General & DDG, NIRD&PR and NMMU/NRLM • To liaison with other Resource Cells in NIRD&PR, National Resource Organizations and NMMU/NRLM, NRPs, etc. • To coordinate with SRLMs, SIRDs, NRPS etc., in various states • To build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc.

	<ul style="list-style-type: none">• To identify and obtain the services of resource persons and their pools in various themes• To develop and manage the training and activity calendar(s)• To meet the capacity building and related demands from NRLM at various levels & participate in training, documenting, module development, material development, etc.• To take up any other activity as assigned by the DG, DDG, NIRD & PR and MoRD-NMMU from time-to-time.• To monitor operations & functioning at NERC Guwahati, Cell at NERC and release of funds to NRLM RC Guwahati.
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2. Name of the Post	Mission Manager –Farm Livelihoods
Number of Post	01
Place of Posting	Hyderabad
Education qualification	Post Graduate or equivalent in Science, Agriculture, Management, Veterinary Science, Dairying, Rural Development/Management.
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 55 Years
Experience	<p>Preferably at least 12 years of overall experience in development sector in general and at least 5 years of relevant experience in farm livelihoods in following areas:</p> <ul style="list-style-type: none"> • Working with poverty reduction and farm-livelihoods projects based on building SHGs. • Knowledge of latest methods and techniques in climate resilient agriculture. • Working with Resource Pools and Resource Organizations while managing training function in farm related development/training projects • Training and Capacity Building of the staff & community members, leaders, cadres and institutions, and managing community training in farm related projects • Designing and implementation of participatory training and capacity building modules on farm livelihoods.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-help groups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, drafting skills. • Participatory training and facilitation skills. • Willingness for fieldwork and to travel extensively across the country. • Team Leadership and conflict resolution skills. • Planning, information/data analysis and management.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To facilitate farm livelihoods, livelihoods framework, farm and off-farm livelihoods (in the areas of Agro Ecological Practice / Sustainable Agriculture, Value Chain Analysis, Agribusiness). • To work with Farmer Producers' Organizations etc., Livestock, fisheries and NTFP etc., management of commodities (Pulses, Cereals, Fruits, Vegetable & NTFP). • To prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular, develop and manage Training and Activity calendar(s). • To plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC, NMMU/NRLM. • To support NMMU in general and Capacity Building (CB) Team in particular in various elements of Capacity Building in NRLM at various levels including planning, orientation, consultation and review workshops. • To liaison with other Resource Cells in NIRD&PR, National Resource Organizations and NMMU/NRLM, in relation to the specific themes and states. • To coordinate and support SRLMs, SIRDs etc., in specific states in capacity building including creation of pool of trainers/resource person • To build and utilize the services of resource persons for training. • To prepare case studies and document best practices under farm livelihoods program of NRLM. • To undertake fieldwork and field stay in anchor states for not less than 6 days a month and more depending on the requirement.

3. Name of the Post	Mission Manager –Non-Farm Livelihoods
Number of Post	01
Place of Posting	Hyderabad
Education qualification	Candidates with a Post- Graduation degree or full time 2 years Diploma in management from a reputed institution
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 55 Years
Experience	<p>Preferably at least 12 years of overall experience in development sector in general and at least 5 years of relevant experience in implementing non-farm livelihood interventions in the following areas:</p> <ul style="list-style-type: none"> • Working with poverty reduction and livelihoods projects based on building SHGs. • Training and Capacity Building Staff & Community members, leaders, cadres and institutions • Experience of managing program of non- farm livelihoods, promotion of rural enterprises, project preparation, planning & implementing forward and backward linkages. • Experience of Programme management, personnel management, managing partnership with them and working with diverse teams of professionals /experts, etc.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-help groups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, drafting skills. • Participatory training and facilitation skills. • Willingness for fieldwork and to travel extensively across the country. • Team Leadership and conflict resolution skills. • Planning, information/data analysis and management.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To facilitate non-farm livelihoods. • To develop strategies for marketing of products developed by SVEP entrepreneurs. • To coordinate for convergence with line departments like Animal Husbandry, Agriculture, DIC, ITDP, DCH, Agriculture, Fisheries & Horticulture etc. to ensure convergence of various government schemes & benefits reach the SVEP entrepreneurs. • To prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular, develop and manage Training and Activity calendar(s). • To plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC, NMMU/ NRLM. • To support NMMU in general and Capacity Building (CB) Team in particular in various elements of Capacity Building in NRLM at various levels including planning, orientation, consultation and review workshops. • To liaison with other Resource Cells in NIRD&PR, National Resource Organizations and NMMU/NRLM, in relation to the specific themes and states. • To prepare case studies and document best practices under non-farm livelihoods program of NRLM • To undertake fieldwork and field stay in anchor states for not less than 6 days a month and more depending on the requirement.

4. Name of the Post	Mission Manager –Financial Inclusion
Number of Post	01
Place of Posting	Hyderabad
Education qualification	Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development /Banking /Management, Development Studies or related fields.
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 65 Years
Experience	<ul style="list-style-type: none"> • Preferably 15 years or more of overall experience in developmentsector / Banking sector – SHG Bank linkage or Micro Finance institutions / Resource institutions in MF Sector retired Bankers who retired not below the position of AGM (Scale -4), in general. • Working with poverty reduction and livelihoods projects based on building SHGs. • Exposure and working with NRLM at state level or SHGs in RRBs/ NABARDetc. • Training and Capacity Building Staff &Community members, leaders, cadres andinstitutions. • Training of Trainers and Managing Community Training and Community Professional Training functioning in large community development projects. • Working with Resource Pools and Resource Organizations whilemanaging training function in large developmentprojects. • Designandimplementationofparticipatorytrainingandcapacitybuilding modules.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-helpgroups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, usingexcel. • Good communication skills in Hindi and English, draftingskills. • Participatory training and facilitationskills. • Willingness for fieldwork and to travel extensively across thecountry. • Team Leadership and conflict resolutionskills. • Planning, information/data analysis andmanagement. •
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To facilitate SHG-Bank creditlinkages. • To conduct trainings for bankers and SRLM staff, Community-based Organisations (SHG, VO andCLFs). • To develop cadres of Bank Sakhi, Businesscorrespondent,etc. • To develop systems for book keeping, auditetc. • To conduct various workshops, writeshops, review meeting, trainings, exposure visits and capacity building events at nationallevel. • To anchor states for providing need based technicalassistance. • To support in empanelment, management and monitoring the performance of National ResourcePersons. • Interact with various stakeholders at the policy andimplementation level • Other tasks as & when assigned by the Director- NRLMRC.

5. Name of the Post	Mission Manager –Institutional Building & Capacity Building
Number of Post	01
Place of Posting	Hyderabad
Education qualification	Post Graduate or equivalent in Science, Technology, Management, Agriculture, veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development / Management, Development Studies or related fields.
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 55 Years
Experience	<ul style="list-style-type: none"> • Preferably at least 12 years of overall experience in development sector in general and at least 5 years of relevant experience in community mobilization, Institution Building and Capacity Building. • Working with poverty reduction and livelihoods projects based on building SHGs. • Experience of Programme management, personnel management, managing partnership with them and working with diverse teams of professionals / expert setc. • Training and Capacity Building Staff & Community members, leaders, cadres and institutions for social mobilization in poverty reduction Programmes.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-help groups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, drafting skills. • Participatory training and facilitation skills. • Willingness for fieldwork and to travel extensively across the country. • Team Leadership and conflict resolution skills. • Planning, information/data analysis and management.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • Preparation of Annual Action plans of SRLMs, strategies and approaches for Institution building and capacity building. • To support NMMU in conducting appraisal of State AAPs and reviewing the progress of states regularly. • To coordinate Model CLF Initiative at the national level and provide technical guidance to SRLMs. • To design capacity building plans and support SRLMs in Capacity Building of SRLM staff, CBOs and CBO Cadres. • To develop training manuals and aids and institutionalize learning forum to support SRLMs in their staff capacity building strategies. • To develop and conduct Induction and Immersion programme for SRLMs. Also, Lead the Induction and Staff Trainings for SRLMs. • To conduct various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at national level • To support in empanelment, management and monitoring the performance of National Resource persons • To coordinate PRI-CBO Convergence initiative at the state level in the context of GPDP and RGSA and provide necessary technical support to SRLMs

6. Name of the Post	Mission Manager – Gender
Number of Post	01
Place of Posting	Hyderabad
Education qualification	Post Graduate or equivalent in Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 55 Years
Experience	<ul style="list-style-type: none"> • Preferably at least 12 years of overall experience in development sector in general and at least 5 years of relevant experience in gender issues. • Working with poverty reduction and livelihoods projects based on building SHGs. • Training and Capacity Building of Staff & Community members, leaders, cadres and institutions on gender issues. • Working with Resource Pools and Resource Organizations while managing training function in large development projects • Design and implementation of participatory training and capacity building modules
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-help groups • Ability to work independently in MS Office – typing in MS Word, preparing PPTs, using excel. • Good communication skills in Hindi and English, drafting skills. • Participatory training and facilitation skills. • Willingness for fieldwork and to travel extensively across the country. • Team Leadership and conflict resolution skills. • Planning, information/data analysis and management.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To facilitate development and implementation of Gender strategy and extend technical support to SRLMs. • To carry out training need assessment of community cadres and Mission staff, • To develop training modules, manuals & materials (case studies, flip charts, short films etc.) related to Gender aspects/issues and create awareness among all mission staff and CBOs on Government schemes, acts & rights related to women and hand holding support to the SRLMs in formation and strengthening of Social Action Committees (SAC) etc. • To anchor specified theme(s)/activities in NRLM-RC and specified states. • To prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular. • To plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/NRLM. • To support NMMU in general and CB Team in particular in various elements of Capacity Building in NRLM at various levels, including planning, orientation, consultation and review workshops. • To build and utilise the services of resource persons and their pools in various themes. • To support in meeting the capacity building and related demands from NRLM at various levels. • To facilitate/participate in briefing/debriefing, exposure/immersions, ToTs, training, process/ video/best practice documenting, module development, IEC and training material development etc., in NIRD&PR, in States and in the field. • To undertake fieldwork in anchor states for not less than 6 days a Month.

7. Name of the Post	Mission Manager –Human Resource & Convergence
Number of Post	01
Place of posting	Hyderabad
Education qualification	Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development /Banking /Management, Development Studies or related fields.
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 55 Years
Experience	<ul style="list-style-type: none"> • Preferably at least 12 years of overall experience in development sector in general and at least 5 years of relevant experience in middle/senior managerial positions. • Experience of Programme management, personnel management, managing partnership with them and working with diverse teams of professionals /expertsetc. • TrainingandCapacityBuildingStaff&Communitymembers,leaders, cadres and institutions
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • Over all responsible for implementing the HR and Convergenceactivities • Support SRLMs/NMMU in Staffrecruitment • Responsible to conduct/facilitate/coordinate NIRD&PR campus Induction programs for the SRLM Staff and communitycadre • Extending support to SRLMs/NMMU HR unit to rolling out the performance management system across the SRLMs with the support of NMMU andNRPs • SupportingSRLMs/NMMUinpreparation/revision/customizationofthe HR Manual wheneverrequired • Supporting NMMU Team in conducting HR Audit for required SRLMs, sharingthekeyfindings,andprovidewayforwardforeffectiveutilization ofstaff • Preparation of comprehensive “Convergence Plan”, capacity building of community institutions, resource persons for facilitating convergence, sensitization, exposure and training of key stakeholders, viz., PRI leaders, various departments or Ministries,etc. • Support NMMU in rolling out the Special projects on Convergence at different SRLMs and extending necessary support in monitoring and Evaluation of theprojects • Establishing working relations with resource organizations for technical assistance, development of locally relevant IEC materials, including developing resource pool for such planningexercises. • Conducting/facilitating Capacity building programme / Trainings / workshops • Coordination with CPR-Unit of NIRD&PR and support in effective implementation of GPDPProgrammes • Preparation of Staff jobdescriptions • Support in all NRPs empanelment processes andpolicies • Support in all recruitment, induction and placements ofstaff. • Take up any other activity as assigned by the Director, from time-to-time.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-helpgroups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, usingexcel. • Good communication skills in Hindi and English, draftingskills. • Participatory training and facilitationskills. • Willingness for fieldwork and to travel extensively across thecountry. • Team Leadership and conflict resolutionskills.

8. Name of the Post	Mission Manager –MIS (Management Information System)
Number of Post	02
Place of Posting	01 in Hyderabad and 01 in Delhi
Education qualification	B Tech (Computer Science or IT)/ MCA from a reputed University/ Institution
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 45 Years
Experience	Atleast 7 years of experience in implementation of large scale IT interventions in Govt programs.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-helpgroups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, draftingskills. • Participatory training and facilitationskills. • Willingness for fieldwork and to travel extensively across thecountry. • Team Leadership and conflict resolutionskills. • Planning, information/data analysis andmanagement.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • Facilitate technical support in rollout ofMIS, • Conduct trainings for SRLM staff on MIS, Data capturing andanalysis, reporting. • Conduct trainings to Staff, CBOs(SHG,VO andCLFs), • Close coordination with NMMU, MoRD and otherstakeholders • Conduct various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at nationallevel. • To support in empanelment, management and monitoring the performance of National ResourcePersons • Other tasks as & when assigned by the Director- NRLMRC • Preparation of case studies and documenting bestpractices. • Development ofAPPs/Software.

9. Name of the Post	Accounts cum Administrative Officer
Number of Post	01
Place of Posting	Hyderabad
Education qualification	M.Com/ MBA/CA (Inter)
Remuneration	Rs. 80,000/- per month
Age	Not more than 55 years
Experience	Preferably atleast 12 years' experience in accounts and Administration work in a Government Office/ organization or in a Public Sector undertaking
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and Self-Help Groups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, draftingskills. • Participatory training and facilitationskills. • Willingness for fieldwork and to travel extensively across thecountry. • Team Leadership and conflict resolutionskills. • Planning, information/data analysis andmanagement.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To prepare Annual Action Plan Budget of NRLM Resource Cell, various exposure visits, workshops andtrainings. • To maintain activity wise budget files and closely monitor the fund management of theunit. • To prepare monthly salaries of NRLM Resource CellStaff. • To monitor the payment of fees to Resource Person and TA/DA reimbursement files of SRLMs/NGOs/ National Resource Persons, State Resource Persons/SRLMs, CMTs, thematic CRPs/PRPs and others attending different NRLM trainingprograms. • To support in organizing and participating ImmersionscumFieldvisitfor SRLMs Officials, Faculty Members of SIRDs/ETC and other Line DepartmentOfficials. • To update and monitorPFMS • To prepare quarterly, half yearly and annualstatements. • To prepareNRLMResourcecellandMKSPbudgetUtilizationCertificates • To monitor fund flow under Mahila Kisan Swashaktikaran Pariyojana (MKPS) • To attend to all correspondence and replies relating to the audits conducted by controller & Audit General relating to MKPS and NRLM ResourceCell. • To coordinate for timely Audit through C&AG nominated auditor and submission of audit reports toMoRD.

10.Name of the Post	Mission Executive –Institutional Building & Capacity Building
Number of Post	01
Place of posting	Hyderabad
Education qualification	Post Graduate Degree in any discipline from a reputed university/ academic institution
Remuneration	Rs. 60,000/- per month
Age limit	Not more than 50 Years
Experience	<ul style="list-style-type: none"> • Preferably atleast 7 years of work experience with at least 2 years' relevant experience in community mobilization, institution Building and CapacityBuilding. • The person should have acknowledged capabilities in implementing social mobilization strategies in large scale poverty reduction Programmes. S/he should have worked intensively with community institutions and their federations, developed strategies foridentification, development, utilization of community resource persons (CRPs), Master Trainers, development of training manuals and led capacity building events. Programme management skill would also be required with experience counted in terms of ability to navigate procurement of partners, managing partnership and leading a team ofexperienced professionals/experts, etc.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and Self-HelpGroups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, usingexcel. • Good communication skills in Hindi and English, draftingskills. • Participatory training and facilitationskills. • Willingness for fieldwork and to travel extensively across thecountry. • Team Leadership and conflict resolutionskills. • Planning, information/data analysis andmanagement.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To support in preparation of Annual Action plans of SRLMs, strategies and approaches for Institution building and capacitybuilding. • To support NMMU in conducting appraisal of State AAPs and reviewing the progress of statesregularly. • To anchor States for providing need based TechnicalAssistance. • To coordinate Model CLF Initiative at the national level and provide technical guidance toSRLMs. • To design capacity building plans and support SRLMs in Capacity Building of SRLM staff, CBOs and CBOCadres. • Todeveloptrainingmanualsandaid sandinstitutionalizelearningforum to support SRLMs in their staff capacity buildingstrategies. • To develop and conduct Induction and Immersion programme for State unit of SRLMs. Also, Lead the Induction and Staff Trainings forSRLMs. • To conduct various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at nationallevel • To support in empanelment, management and monitoring the performance of National Resourcepersons • To take initiative for PRI-CBO Convergence at the state level in the contextofGPDPandRGSAandprovidenecessarytechnicalsupportto SRLMs

11. Name of the Post	Mission Executive- Social Inclusion & Social Development (SI&SD)
Number of Post	01
Place of Posting	Hyderabad
Education qualification	Post Graduate Degree in any discipline from a reputed university/academic institution
Remuneration	Rs. 60,000/- per month
Age limit	Not more than 50 Years
Experience	<ul style="list-style-type: none"> • Preferably at least 7 years of overall experience in development sector in general and at least 2 years of relevant experience in the community mobilization, Institution Building and Capacity Building, Social Inclusion, convergence with PRIs and Social Inclusion & Development initiatives of rural poor / PVTGs/PwDs in large community driven development projects/poverty reduction projects/livelihoods projects.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and Self-Help Groups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, drafting skills. • Participatory training and facilitation skills. • Willingness for fieldwork and to travel extensively across the country. • Team Leadership and conflict resolution skills. • Planning, information/data analysis and management.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To support SRLMs in Preparation of Annual Action plans, strategies and approaches for Social Inclusion and Social Development • To design capacity building plans and training modules to support SRLMs in capacity building of SRLM staff, Community based organizations (CBOs) and CBO Cadres on SI&SD • To conduct Induction and Immersion programme for State unit of SRLMs, various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at state and national level • To extend support in empanelment, management and monitoring the performance of National Resource persons • To support NRLM in identification and management of Training Agencies, Resource Organizations, Academic Institution, TSA for delivering Capacity Building programmes and manage them. • To take initiative for PRI-CBO Convergence at the state level in the context of GPD and RGS and provide necessary technical support to SRLMs.

12. Name of the Post	Mission Executive- Food, Nutrition, Health & Wash (FNH&W)
Number of Post	01
Place of posting	Hyderabad
Education qualification	PostGraduateorequivalentinScience,Nutrition,Homescience,Agriculture, Veterinary Science, Dairying, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or relatedfields.
Remuneration	Rs. 60,000/- per month
Age limit	Not more than 50 Years
Experience	Preferably at least 7 years of overall experience in development sector in general and more than 2 years of relevant experience in implementation of FNHW and Gender interventions preferably in anySRLM.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and Self-HelpGroups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, usingexcel. • Good communication skills in Hindi and English, draftingskills. • Participatory training and facilitationskills. • Willingness for fieldwork and to travel extensively across thecountry. • Team Leadership and conflict resolutionskills. • Planning, information/data analysis andmanagement.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To facilitate development and implementation of FNH&W strategy, technical support to SRLMs, training needs assessment of community cadres and Missionstaff. • To develop training modules, manuals & materials (case studies, flip charts, short films etc.), document best practices, etc related to FNHW aspects/ issues. • To create awareness among all mission staff and CBOs onGovernment schemes, acts & rights related to women and child and hand holding support to the SRLMs in formation and strengthening of Social Action Committees(SAC)etc. • To support in the preparation of Annual Action Plan of NRLMResource cell in general and in select themes and select states inparticular • To plan monthly activities based on the annual action plan, implement and reporting the progress to NRLM-RC andNMMU/NRLM • To liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, in relation to the specific themesand states • To undertake fieldwork and field stay in anchor states for not lessthan 6 days a month

13. Name of the Post	Project Assistant
Number of Post	01
Place of posting	Hyderabad
Education qualification	1. Graduation in any discipline from a recognized University 2. Should possess PGDCA certificate issued by a recognized Institute.
Remuneration	Rs. 20,000/- per month
Age limit	Below 30 years
Experience	<ul style="list-style-type: none"> • 2-3 years' experience in day to day office management. • Should have sound knowledge and skills in M.S Office, file processing and documentation.
Preferred Competencies	<ul style="list-style-type: none"> • Working knowledge of MS Office Ability to read, write and speak English and Hindi.
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • Maintenance of office files, office records, stores, inventory. • Attending phone calls and updating contact book. • Undertake the administrative activities of the Unit. • Timely preparation of finance/activity reports. • Support the mission staff in day to day office work. • Preparation of reports, indents, statements. • Support in trainings and workshops in logistics arrangements. • Assist in all Admin and Accounts related tasks. • Support to all the participants/trainees/officials in trainings/meetings. • Attending to any assigned task.

14. Name of the Post	Office Assistant
Number of Post	01
Place of posting	Hyderabad
Education qualification	Intermediate / degree in any discipline.
Remuneration	Rs. 10,000/- per month
Age limit	18-25 years
Experience	<ul style="list-style-type: none"> • At least two years' experience as Office Attendant with sound knowledge in office maintenance and roomsupkeeping.
Preferred Competencies	<ul style="list-style-type: none"> • Having knowledge in scanning, photo copying, binding, packing and dispatching • Able to read and write English & Hindi. •
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To clean the chairs, tables, computers, printers, stores, racks, files, records office premises. • To attend to the employees' needs. • To assist in supply of the required stationery, tools, logistics, etc to the participants and officials during the training programs. • To scan, photocopy of the materials, • To support and assist the project staff in day to day official work. • To dispatch the official letters/materials as directed. • Hospitality to visitors, support in training works and any other messenger / attendant duties

II. Positions for NRLMRC at NIRD&PR, NERC, GUWAHATI

1. Name of the Post	Mission Manager –Financial Inclusion
Number of Post	01
Place of Posting	Guwahati
Education qualification	Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development / Banking / Management, Development Studies or related fields.
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 65 Years
Experience	<ul style="list-style-type: none"> • Preferably more than 10 years of overall experience in SHG Bank linkage programme or microfinance institutions/resource institutions in microfinance sector. • Retired bankers-who retired not below the position of AGM (Scale-4) may also apply.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-help groups • Ability to work independently in MS Office –typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, drafting skills. • Participatory training and facilitation skills. • Willingness for fieldwork and to travel extensively across the country. • Team Leadership and conflict resolution skills. • Planning, information/data analysis and management
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To facilitate SHG-Bank credit linkages. • To conduct trainings for bankers and SRLM staff, Community-based Organisations (SHG, VO and CLFs). • To develop cadres of Bank Sakhi, Business correspondent, etc. • To develop systems for book keeping, audit etc. • To conduct various workshops, writeshops, review meeting, trainings, exposure visits and capacity building events at national level. • To anchor states for providing need based technical assistance. • To support in empanelment, management and monitoring the performance of National Resource Persons. • Interact with various stakeholders at the policy and implementation level • Other tasks as & when assigned by the Director- NRLMRC.

2. Name of the Post	Mission Manager –MIS (Management Information System)
Number of Post	01
Location	Guwahati
Education qualification	B.Tech (Computer Science or IT)/MCA from a reputed University/Institution.
Remuneration	Rs. 80,000/- per month
Age limit	Not more than 45 Years
Experience	Atleast 5 years of experience in implementation of large scale IT interventions in Govt programs.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-helpgroups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, draftingskills. • Participatory training and facilitationskills. • Willingness for fieldwork and to travel extensively across thecountry. • Team Leadership and conflict resolutionskills. • Planning, information/data analysis andmanagement
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • Facilitate technical support in rollout ofMIS • Software DevelopmentCompetencies • Conduct trainings for SRLM staff on MIS, Data capturing and analysis, reporting,etc. • Close coordination with NMMU, MoRD and otherstakeholders. • Development ofAPPs/Software. • Interact with various stakeholders at the policy and implementation level.

3. Name of the Post	Mission Executive –Food, Nutrition, Health and Wash and Gender
Number of Post	01
Place of Posting	Guwahati
Education qualification	Post Graduate or equivalent in Science, Nutrition, Home science, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields
Remuneration	Rs. 60,000/- per month
Age limit	Not more than 50 Years
Experience	Preferably more than 5 years of overall experience in development sector in general and more than 2 years of relevant experience in implementation of FNHW and Gender interventions preferably in anySRLM.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-helpgroups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, usingexcel. • Good communication skills in Hindi and English, draftingskills. • Participatory training and facilitationskills. • Willingness for fieldwork and to travel extensively across thecountry. • Team Leadership and conflict resolutionskills. • Planning, information/data analysis andmanagement
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To coordinate Food, Nutrition, Health, WASH, Gender initiatives taken up at the national and statelevel. • To anchor states for providing need based technicalassistance. • To designcapacitybuildingplans, developtrainingmanualsand support SRLMs in capacity building of SRLM staff, CBOs and CBO Cadres on issues related to gender, health andnutrition • To conduct various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at state and nationallevel • To supportNRLMin identificationand managementof trainingagencies, Resource Organizations, Academic Institutions, Technical Support Agenciesfordeliveringcapacitybuildingprogrammesandmanagethem. • To take initiative for PRI-CBO Convergence at the state level in the context of GPDP and RGSA and provide necessary technical support to SRLMs. • Interact with various stakeholders at the policy and implementation level. • Other tasks as & when assigned by the Dy. Project Director- NRLM RC , NERCGuwahati.

4. Name of the Post	Mission Executive –Institutional Building & Capacity Building
Number of Post	01
Place of Posting	Guwahati
Education qualification	Post Graduate Degree in any discipline from a reputed university/ academic institution
Remuneration	Rs. 60,000/- per month
Age limit	Not more than 50 Years
Experience	<ul style="list-style-type: none"> • Preferably more than 5 years of overall experience in development sector in general and more than 2 years' of relevant experience in community mobilization, Institution Building and Capacity Building.
Preferred Competencies	<ul style="list-style-type: none"> • Comprehensive understanding of Collectives and self-help groups • Ability to work independently in MS Office – typing in MS word, preparing PPTs, using excel. • Good communication skills in Hindi and English, drafting skills. • Participatory training and facilitation skills. • Willingness for fieldwork and to travel extensively across the country. • Team Leadership and conflict resolution skills. • Planning, information/data analysis and management
Job Description (indicative and not exhaustive)	<ul style="list-style-type: none"> • To support in preparation of Annual Action plans of SRLMs, strategies and approaches for Institution building and capacity building. • To support NMMU in conducting appraisal of State AAPs and reviewing the progress of states regularly. • To develop training manuals, design capacity building plans and support SRLMs in Capacity Building of SRLM staff, CBOs and CBO Cadres. • To conduct various workshops, write shops, review meeting, trainings, exposure visits and capacity building events at national level • To support in empanelment, management and monitoring the performance of National Resource persons • To take initiative for PRI-CBO Convergence at the state level in the context of GPDP and RGSA and provide necessary technical support to SRLMs • Interact with various stakeholders at the policy and implementation level <p>Other tasks as & when assigned by the Director- NRLM RC and Mission Manager (IB & CB).</p>

General conditions:

- A candidate can apply for any number of posts. However, selection of candidate will be done based on the assessment in interview for the post appropriate irrespective of the number of posts applied for.
- This project assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future
- The Institute has a right to shortlist the candidates 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



qualification, experience etc. in exceptional cases

- The candidates should apply through online registration available on the website www.nirdpr.org.in;http://career.nirdpr.in/

The **last date for submitting applications online is 17.11.2019 till 05:30 PM.** 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.

Sd/-
Assistant Registrar (E) i/c