



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

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National Institute of Rural Development and Panchayati Raj (NIRDPR for brevity and used henceforth in this advertisement) proposes to engage the services of a suitable candidate purely on contractual and temporary basis for the post of 'PROJECT REPORTING IN-CHARGE' (1 post) for the Sansad Adarsh Gram Yojana (SAGY) on project mode, with place of work in the Ministry of Rural Development, New Delhi, for a period of one year on a monthly emolument of ₹60,000/- (with annual enhancement at the rate of 10 per cent). The term of the project post is co-terminus with the term of the project. Please see the following pages for details of qualifications, experience, age & Job Description, and the General Conditions laid down for this advertisement. The candidates are advised to go through the advertisement thoroughly for qualifications, experience, job description, General Conditions, etc., before applying.

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

The last date for submitting applications online is February 07, 2018. Applications received after the due date will not be considered.

(Dr. Gyanmudra)
Professor & Head (CHRD/CRTC/CDC) &
Nodal Officer, SAGY-NIRDPR

Qualifications : Essential:
Any Graduate degree/Diploma (full time/part time)

Desirable:

1. PMP (Project Management Professional) Certification or equivalent preferred
2. Strong skills in MS Office, MS Project or an equivalent project management tool, and workflow or data flow diagramming tools
3. Current knowledge of computer hardware, operating systems, program language(s) and tools

Experience : Minimum 3 years experience in creating, managing and tracking project plans

Age : Maximum age limit is 45 years

General conditions:

- i. Before applying, candidate should read the complete advertisement carefully and ensure that he/she fulfills the eligibility criteria in all respects.
- ii. Only on-line applications are accepted. Off-line applications will not be accepted.
- iii. Mere eligibility will not vest any right/entitlement on the candidate for being called for interview. In matters regarding eligibility and selection, NIRDPR's decision will be final and no correspondence will be entertained.
- iv. The place of posting is New Delhi and, therefore, the candidate selected should work at New Delhi. No request for change of place of work will be considered under any circumstances.
- v. In case of large number of applications, the Institute may shortlist the candidates as may be necessary;
- vi. NIRDPR reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases;
- vii. Project duration of the position indicated in the advertisement may vary, depending upon the requirement;
- viii. NIRDPR also reserves the right to cancel/restrict/enlarge/modify the recruitment process, if need so arises, without assigning any reason.
- ix. NIRDPR also reserves right to limit the number of candidates to be called for interview, as also to fill the posts even at lower level.
- x. All qualifications should be from a recognized Indian University/Appropriate Statutory Authority.

- x i. If the information furnished by any candidate is found to be false at a later date, the selection/appointment shall be liable for termination in addition to initiating appropriate action.
- x ii. The candidate has to quote his/her system generated application number allotted for all future correspondence.
- x iii. The shortlisted candidates will be informed about the date, time and venue of the Interview. All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application-form or by post. No telephonic or personal queries are entertained.
- x iv. NIRDPR will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- x v. Canvassing in any form will be a disqualification.

Job Description for the SAGY project post of 'Project Reporting In-charge'

Role	Project Reporting In-charge
Reporting to	Director SAGY
Function	Project Management
Salary	60 thousand per month
Timelines	One Year

Role Description

The Key role is to facilitate the development, installation and use of effective project-level M&E systems as tools for impact-oriented management. Provide oversight across all operational project tracks within the Project Management Unit (PMU) of SAGY; Track them against defined milestones & deliverables to ensure that the desired organisational objectives are achieved within the agreed parameters of cost, quality and time; Create a robust escalation process, identify tracks on the critical path and proactively apprise the senior management team on possible issues that may lead to delays in any of the tracks.

Competency Based Job Description

Project Monitoring

1. Interface with Nodal Officers, Charge Officers etc., across all states to collate progress updates on individual project activities in order to report the overall status across project tracks
2. Analyze the overall impact of delays/ overruns in Project timelines on critical deliverables and appropriately apprise the Senior Management
3. Facilitate communication between SAGY and its Implementation Partners in order to define and maintain the frequency and content of the Project Reporting reports and formats required for each track
4. Prepare realistic project plans and track activities against the plans, providing regular and accurate reports to stakeholders as appropriate
5. Monitor costs, timelines and resources used and take action where these deviate from agreed tolerances
6. Ensure that all projects are formally closed and, where appropriate, subsequently reviewed, and that learning's from each Project Track are documented
7. Monitoring of Help Desk at SAGY, compilation of information received from various stakeholders and assist in reply.

Reports & Documentation

1. Create weekly/ monthly/ yearly reports, detailing the execution of various projects with respect to project plans and schedules and circulate the same to Senior Management for review

2. Create an integrated plan/schedule for review of progress of the identified Adarsh Grams, create reporting and escalation mechanisms
3. Prepare MIS and Status Updates for circulation to the Top Management and other authorities such as Cabinet Committee, National level and State level committees as may be required
4. Communicating and Reporting M&E Results

MIS and Documentation

Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely manner

Key Interfaces:

External	Internal
Charge Officers, Nodal Officers, State Govt. and National / State Level Committees	SAGY Planning and Coordination Desk

Key Attributes & Skills:

<p>Essential & Minimum Qualifications</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Any Graduate degree / diploma (Full time/Part Time) 2. Minimum 3 years experience in creating, managing and tracking project plans <p>Desirable:</p> <ol style="list-style-type: none"> 1. PMP (Project Management Professional) Certification or equivalent preferred 2. Strong skills in MS Office, MS Project or an equivalent project management tool, and workflow or data flow diagramming tools 3. Current knowledge of computer hardware, operating systems, program language(s) and tools
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Required Competencies

<p>Behavioral Competencies</p> <p>Performance Excellence:</p> <ol style="list-style-type: none"> 1. Timely & Accurate Decisions 2. Ownership of Decisions 3. Problem Solving Attitude 4. Proactive Planning 5. Foresight 6. Implementation of innovation based initiatives 7. Focus on Continuous Improvement <p>Team Excellence:</p> <ol style="list-style-type: none"> 1. Serves as a Role Model 2. Recognizes & Encourages Performance 3. Efficient Flow of Information 4. Collaborative Style of Working <p>Cultural Excellence:</p> <ol style="list-style-type: none"> 1. Respect Towards Individual 2. Open Work Environment 3. Focus on Outcomes
