



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ**  
(Ministry of Rural Development, Government of India)  
Rajendranagar, Hyderabad – 500 030.

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**Advt. No – 37/2019**  
**No.NIRDPR/CPR/AKB/2019**

National Institute of Rural Development & Panchayati Raj (NIRD&PR), Hyderabad, an apex & autonomous National Institution under the Ministry of Rural Development, Govt. of India, is implementing an Action Research Project (ARP) for Holistic & Sustainable Development through institutional strengthening of Gram Panchayats (GP) and enablement of quality GP Development Plans in 100+ Clusters across India over 3 years. For this purpose, NIRD&PR invites applications from eligible candidates for contractual engagement of **qualified professionals** for working at the office of the ARP at CPR, NIRD&PR, Hyderabad

The requirement as regards to qualifications, experience, remuneration, age etc., are detailed below:

**(1).Competencies, Job Profile & Remuneration of Senior Programme Management Consultant (No. of Post-1)**

**(A).Competencies Required**

1. Post Graduate in Economics or any other stream of Social Science from any recognized university
2. Sound knowledge about structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats.
3. Sound knowledge about Decentralised Planning, particularly Gram Panchayat Development Plan.
4. Proficiency in Capacity Building & Participatory Training, Participatory Planning, mentoring and monitoring.
5. **Ten years' first-hand experience** of having worked on Capacity Building & Training and Participatory Planning in respect of Gram Panchayats at State or National level.

6. Proficiency in Project Designing, Project Management and Monitoring at State or National level.
7. Proficiency in Project Documentation.
8. Proficiency in writing and speaking English and Hindi.
9. Soft skills including proficiency in MS Office and presentations skills.
10. Experience and keenness to undertake extensive travels in remote areas of the country.
11. Capacity to work for prolonged hours.
12. Age: Not exceeding 50 years as on 01/01/2020.

**(B).Job Profile**

1. To provide all-round support to the Project Lead Consultant, 100+ Clusters Development Programme in Project Designing, Project Management, Coordination and overall Monitoring across the country.
2. To design IEC Plans for participation of people in preparation, implementation and monitoring of GPDP in collaboration with the SIRDPR and the State Nodal Agency for GPDP & RGSA, NGOs/CBOs/SHGs and communities.
3. To develop Training Designs and Learning Materials for training of State & District Level Trainers, Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the Clusters of GPs with focus on institutional capacity development and Participatory Planning.
4. To coordinate with SIRDPRs/SPRCs/State Nodal Agencies for GPDP & RGSA, ETC/DTC/DPRCs, SRLMs, Corporates, CSO, NGOs and similar organisations for effective implementation of the 100+ CDP.
5. To coordinate with Programme Coordinators, Young Fellows and other Project Staff for effective Project Management.
6. To develop capacities of Programme Coordinators, Young Fellows and other Project Staff.
7. Documentation of the entire Action Research Project and Good Practices - based on reports, field studies, AV documentation, GPDP documents etc.
8. To oversee Project Monitoring through systems to be developed by expert agencies.

9. Management of the Project office for the 100+ Clusters Development Programme.
10. Any other task to be assigned from time to time.

**(C).Consolidated Remuneration:** Rs.1,20,000/- (Rupees one lakh twenty thousand) only per month plus travel and subsistence on tour as per norms of the NIRD&PR.

**(2).Competencies, Job Profile & Remuneration of Programme Monitoring Consultant (No. of Post-1)**

**(A).Competencies Required**

1. Post Graduate in Economics or Statistics or Graduate in Computer Science from any recognized university
2. Knowledge about structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats.
3. Knowledge about Decentralised Planning, particularly GPDP
4. Five years' first-hand experience of having worked on Project Management and Monitoring at State or National level.
5. Proficiency in Project Monitoring at State or National level.
6. Proficiency in Database Development and Management.
7. Proficiency in writing and speaking English and Hindi.
8. Experience and keenness to undertake extensive travels in remote areas of the country.
9. Capacity to work for prolonged hours.
10. Age: Not exceeding 40 years as on 01/01/2020.

**(B).Job Profile**

1. To provide all-round support to the Project Lead Consultant, 100+ Clusters Development Programme in Monitoring of the Project interventions related to quality GPDP.
2. To assist in designing IEC Plans for participation of people in preparation, implementation and monitoring of GPDP.
3. To assist in developing Training Designs and Learning Materials for training of State & District Level Trainers, Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Gram Panchayat Planning Facilitation Teams

(GPPFT) / other stakeholders under the Clusters of GPs with focus on institutional capacity development and Participatory Planning.

4. To coordinate with SIRDPRs/SPRCs/State Nodal Agencies for GPDP & RGSA, ETC/DTC/DPRCs, SRLMs, Corporates, CSO, NGOs and similar organisations for effective monitoring of the 100+ CDP.
5. To develop capacities of Programme Coordinators, Young Fellows and other Project Staff on for effective Project Monitoring.
6. To coordinate with Programme Coordinators, Young Fellows and other Project Staff for monitoring of the Project interventions.
7. To coordinate with expert agencies for effective Project Monitoring at different levels.
8. Any other task to be assigned from time to time.

**(C).Consolidated Remuneration:** Rs.70,000/- (Rupees seventy thousand) only per month plus travel and subsistence on tour as per norms of the NIRD&PR.

**(3).Competencies, Job Profile& Remuneration of Project Associate (No. of Post-2)**

**(A).Competencies Required**

1. Post Graduate in any discipline from any recognized university
2. Sound knowledge about structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats.
3. Sound knowledge about Decentralised Planning, particularly GPDP
4. Three years' first-hand experience of having worked on Capacity Building & Training and Participatory Planning in respect of Gram Panchayats at State or District level.
5. Skills in Documentation of Good Practices.
6. Soft skills including proficiency in MS Office and presentations skills.
7. Proficiency in writing and speaking English and Hindi.
8. Skills in office management and official communication.
9. Experience and keenness to undertake extensive travels in remote areas of the country.
10. Capacity to work for prolonged hours.
11. Age: Not exceeding 35 years as on 01/01/2020.

**(B).Job Profile**

1. To provide support to the Senior Programme Management Consultant in management of programme related activities.
2. To assist in designing IEC Plans for participation of people in preparation, implementation and monitoring of GPDP in collaboration with the SIRDPR and the State Nodal Agency for GPDP & RGSA, NGOs/CBOs/SHGs and communities.
3. To assist in developing Training Designs and Learning Materials for training of State & District Level Trainers, Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the Clusters of GPs with focus on institutional capacity development and participatory planning.
4. To assist in coordinating with SIRDPRs/SPRCs/State Nodal Agencies for GPDP & RGSA, ETC/DTC/DPRCs, SRLMs, Corporates, CSO, NGOs and similar organisations for effective implementation of the 100+CDP.
5. To assist in coordinating with Programme Coordinators, Young Fellows and other Project Staff for effective Project Management.
6. To assist in documentation of the entire Action Research Project and Good Practices - based on reports, field studies, AV documentation, GPDP documents etc.
7. To assist in management of the Project office for the 100+ Clusters Development Programme.
8. Any other task to be assigned from time to time.

**(C).Consolidated Remuneration:** Rs.40,000/- (Rupees forty thousand) only per month plus travel and subsistence on tour as per norms of the NIRD&PR.

**(4).Competencies, Job Profile, Tenure & Remuneration of Project Training Coordinator (No. of Post-1)****(A).Competencies Required**

1. Post Graduate in any discipline from any recognized university
2. Sound knowledge about structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats.
3. Sound knowledge about Decentralised Planning, particularly GPDP

4. Proficiency in Capacity Building & Participatory Training, Participatory Planning, mentoring and monitoring.
5. Three years' first-hand experience of having worked as Trainer on Panchayat functioning and Participatory Planning in respect of Gram Panchayats at State or District level.
6. Skills in development of Case Studies on Panchayat functioning and Participatory Planning.
7. Skills in management and documentation of Training Programmes.
8. Soft skills including proficiency in MS Office and presentation skills.
9. Proficiency in writing and speaking English and Hindi.
10. Experience and keenness to undertake extensive travels in remote areas of the country.
11. Capacity to work for prolonged hours.
12. Age: Not exceeding 35 years as on 01/01/2020.

**(B).Job Profile**

1. To organise, coordinate and manage Training Programmes mostly related to the 100+Clusters Development Programme at the NIRD&PR or at State or District level.
2. To assist in developing Training Designs and Learning Materials for training of State & District Level Trainers, Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the Clusters of GPs with focus on institutional capacity development and participatory planning.
3. To assist in designing IEC Plans for participation of people in preparation, implementation and monitoring of GPDP in collaboration with the SIRDPR and the State Nodal Agency for GPDP & RGSA, NGOs/CBOs/SHGs and communities.
4. To assist in development of Case Studies on Panchayats, Rural Development and GPDP.
5. To assist in coordinating with SIRDPRs/SPRCs/State Nodal Agencies for GPDP & RGSA, ETC/DTC/DPRCs, SRLMs, Corporates, CSO, NGOs and similar organisations for effective implementation of the 100+CDP.

6. To assist in preparation of reports and documentation of Training Programmes.
7. Any other task to be assigned from time to time.

**(C).Consolidated Remuneration:** Rs.40,000/- (Rupees forty thousand) only per month plus travel and subsistence on tour as per norms of the NIRD&PR.

**(5).Competencies, Job Profile, Tenure & Remuneration of Accounts & Office Management Assistant (No. of Post-1)**

**(A).Competencies Required**

1. Post Graduate in Commerce from any recognized university
2. Sound knowledge about financial management & accounting procedures, particularly in Govt. offices.
3. Two years' first-hand experience of having worked on computerised accounts management.
4. Skills in office management, particularly in Government environment.
5. Proficiency in writing and speaking English and Hindi.
6. Soft skills including proficiency in MS Office & Accounting Package.
7. Experience and keenness to undertake extensive travels in remote areas of the country.
8. Capacity to work for prolonged hours.
9. Age: Not exceeding 35 years as on 01/01/2020.

**(B).Job Profile**

1. To deal with Project Accounts pertaining to the 100+ Clusters Development Programme.
2. To process bills received from the Project partners, Project Staff and other concerned and to make them ready for payment.
3. To coordinate with the Accounts section of the NIRD&PR for fund release etc.
4. To maintain official records for financial management, accounting and auditing.
5. To assist in management of the Project office.
6. Any other task to be assigned from time to time.

**(C).Consolidated Remuneration:** Rs.30,000/- (Rupees thirty thousand) only per month plus travel and subsistence on tour as per norms of the NIRD&PR.

**(6).Competencies, Job Profile, Tenure & Remuneration of Multi-Task SupportStaff (No. of Post-1)**

**(A).Competencies Required**

1. Under-graduate from any recognized Board of Education.
2. One year's first-hand experience of having worked in any corporate or Government office.
3. Skills in office management, particularly in Government environment.
4. Ability to speak and write in English and Hindi.
5. Experience and keenness to undertake extensive travels in the local areas.
6. Capacity to work for prolonged hours.
7. Age: Not exceeding 30 years as on 01/01/2020.

**(B).Job Profile**

1. To open the Project office at 9.00 AM and close it at 8.00 PM everyday including Saturdays, Sundays and holidays as may be required.
2. To manage the front office of the Project for 100+ Clusters Development Programme.
3. To coordinate with the Accounts section of the NIRD&PR for fundetc.
4. To assist in maintaining registers and other official records related to office management, financial management, accounting and auditing.
5. To assist in management of the Project office.
6. Any other task to be assigned from time to time.

**(C).Consolidated Remuneration:** Rs.15,000/- (Rupees fifteen thousand) only per month plus travel and subsistence on tour as per norms of the NIRD&PR.

**General conditions:**

- This assignment is purely temporary and does not envisage any kind of regular appointment in NIRDPR in future.
- The Institute has 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 shortlisting, calling for interview, selection or engagement.
- The Institute reserves the right to relax any of the requirements i.e., educational qualification, experience etc. in exceptional cases.



- The selection will be at NIRD&PR, Rajendranagar, Hyderabad
- The candidates should apply through online registration available on the website [www.nirdpr.org.in;http://career.nirdpr.in/](http://www.nirdpr.org.in;http://career.nirdpr.in/)
- The last date for submitting applications online is **06.01.2020**

Sd/-  
Assistant Registrar (E) i/c