



राष्ट्रीय ग्रामीण विकास एवं  
पंचायती राज संस्थान  
NATIONAL INSTITUTE OF RURAL  
DEVELOPMENT AND PANCHAYATI RAJ

MINISTRY OF RURAL  
DEVELOPMENT,  
GOVERNMENT OF INDIA

## NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(An Organisation of Ministry of Rural Development, Government of India)  
**Rajendranagar, Hyderabad-500030.**

NIRDPR is the country's apex organisation for training and research in various aspects of rural development. We actively monitor several Government of India rural empowerment initiatives, and serve as a think tank for policy formulation by the Ministry of Rural Development.

Online applications are invited from the interested candidates for the following posts to work under The Deen Dayal Antyodaya Yojana –National Rural Livelihoods Mission (DAY-NRLM) –Aajeevika-Resource Cell, NIRD &PR, NERC, NH - 37, Jawahar Nagar, Khanapara, GUWAHATI, ASSAM.

**Advt.No: DAY-NRLM/NERC/05/2018**

S.No.	Name of the Post	No. of Posts	Subject	Work Location
1	Mission Manager	02	Financial Inclusion- (1) MIS - (1)	Aajeevika-Resource Cell, NIRD &PR, NERC, NH-37,
2	Mission Executive	01	Gender and FNHW (1)	Jawahar Nagar, Khanapara,
3	Junior Mission Executive	04	–	GUWAHATI, ASSAM

- ❖ All the above mentioned posts are purely on Contract basis only
- ❖ For Eligibility criteria and other details please scroll down
- ❖ The selection will be held at Aajeevika - Resource Cell, NIRD &PR, NERC, NH-37, Jawahar Nagar, Khanapara, GUWAHATI, ASSAM.
- ❖ Director General, NIRD &PR has every right to cancel the selection or postpone the selection process.
- ❖ Last date for receipt of application – **9<sup>th</sup> June, 2018.**

❖ **Click here for [Online Application](#)**

## Terms of Reference and Required Qualifications and Experience

### 1. Mission Managers- (01 Post– Financial Inclusion, 01 Post-MIS)- NERC,GUWAHATI

**Remuneration payable: Rs.80,000/-per month(Consolidated)**

#### Terms of Reference:

Within the overall guidance of DIRECTOR, NRLM Resource Cell, NIRDPR and NMMU-NRLM, and direct Supervision of Deputy Project Director, Mission Manager would -

**Financial Inclusion:** Facilitate Bank credit linkages, conduct trainings for Bankers and SRLM staff, conduct trainings to CBOs(SHG,VO and CLFs), development of cadres like Bank Sakhi, Business correspondent, development of book keeping system and audit etc.,

**Management Information System (MIS):** Facilitate technical support in rollout of MIS, conduct trainings for SRLM staff, conduct trainings to CBOs(SHG,VO and CLFs), close coordination with NMMU, MoRD and other stakeholders

- Anchor specified theme(s)/activities in NRLM-RC and specified states
- Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular
- Plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/NRLM
- 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
- Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/ NRLM, apart from other units within NIRD, in relation to the specific themes and states
- Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/resource persons' pools
- Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc.
- Build and take the services of resource persons and their pools in various themes
- Support in developing and managing the training and activity calendar(s)
- Support in meeting the capacity building and related demands from NRLM at various levels
- Facilitate/ Participate in Briefing/ debriefing, Exposure/ Immersions, ToTs, Training, Process/ Video/ Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field
- Undertake fieldwork and field stay in anchor states for not less than 6 days a month
- Guide/ mentor Project Professionals, State Thematic Experts and NRLM Fellows
- Take up any other activity as assigned by the Deputy Project Director, from time-to-time

**Age:** Not more than 55 years

**Qualification:** Post Graduate or equivalent in Science, Applied Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

**Experience:** Preferably more than 12 years of overall experience in development sector in general and preferably more than 7 years of relevant experience at state (SRLMs)/ National level (NMMU) in -

- Working with large poverty reduction and livelihoods projects based on building SHGs and SHGFederations
- Exposure and working with NRLM at state level or above
- Coordination and facilitation of senior, complex 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 implementation of participatory training and capacity building modules

### **Competencies:**

- Comprehensive understanding of NRLM processes and activities
- Working knowledge of MS Office
- Excellent Reading , Writing and Communication skills in HINDI and ENGLISH
- Good Participatory training and facilitation skills, with ability to conduct training in Hindi
- Skills in Designing Training, Module Development and building Trainers
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Teamwork and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view

## **2. Mission Executive (01 Posts– Gender and FNHW)-NERC, GUWAHATI**

**Remuneration payable: Rs.60,000/-per month(Consolidated)**

### **Terms of Reference:**

Within the overall guidance of DIRECTOR, NRLM Resource Cell, NIRDPR and NMMU-NRLM, and direct Supervision of Deputy Project Director, Mission Executive would -

**Gender & FNHW:** Facilitate development and implementation of Gender and FNHW strategy, technical support to SRLMs, training needs assessment of community, cadres and Mission staff, support in development of training modules, manuals & materials (case studies, flip charts, short films etc.) related to Gender and FNHW aspects/issues, creating awareness among all mission staff and CBOs on Government 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.,

- Anchor specified theme(s)/ activities in NRLM-RC and specified states
- Support in Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular
- Plan monthly activities based on the annual action plan, implement and report the progress to NRLM - RC and NMMU/NRLM
- 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
- Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/ NRLM, apart from other units within NIRD, in relation to the specific themes and states
- Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/ resource persons' pools
- Support in developing and managing the training and activity calendar(s)
- Support in meeting the capacity building and related demands from NRLM at various levels
- Facilitate/ Participate in Briefing/ debriefing, Exposure/ Immersions, ToTs, Training, Process/ Video/ Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field
- Undertake fieldwork and field stay in anchor states for not less than 6 days a month
- Take up any other activity as assigned by the Deputy Project Director, from time-to-time

**Age:** Not more than 45 years

**Qualification:** Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

**Experience:** Preferably more than 7 years of overall experience in development sector in general and preferably more than 4 years of relevant experience at state (SRLMs)/ National level (NMMU) in

Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations

- Exposure and working with NRLM at state level or above
- Coordination and facilitation of senior, complex 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 implementation of participatory training and capacity building modules

**Competencies:**

- Comprehensive understanding of NRLM processes and activities
- Working knowledge of MS Office
- Excellent Reading, Writing and Communication skills in HINDI and ENGLISH
- Good Participatory training and facilitation skills,
- Skills in Designing Training, Module Development and building Trainers
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Teamwork, Leadership and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view

**3. Junior Mission Executive (04 Posts) - NERC, GUWAHATI**

**Remuneration payable: Rs.45,000/-per month(Consolidated)**

**Terms of Reference:**

Within the overall guidance of DIRECTOR, NRLM Resource Cell, NIRDPR and NMMU-NRLM, and direct Supervision of Deputy Project Director, Junior Mission Executive would -

**NRLM :** Technical support to SRLMs, training needs assessment of community, cadres and Mission staff, support in development of training modules, manuals & materials (case studies, flip charts, short films etc.,) on NRLM themes.

- Support in Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular
- Support in Planning of monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/ NRLM

- Support NRLMRC 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
- Support in developing and managing the training and activity calendar(s)
- Support in meeting the capacity building and related demands from NRLM at various levels
- Support/ Participate in Briefing/ debriefing, Exposure/Immersion, ToTs, Training, Process/ Video/ Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field
- Undertake fieldwork and field stay in states for not less than 8-10 days a month
- Take up any other activity as assigned by the Deputy Project Director, from time-to-time

**Age:** Not more than 35 years

**Qualification:** Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

**Experience:** Preferably more than 3 years of overall experience in development sector in general and preferably more than 2 years of relevant experience at state (SRLMs)/National level (NMMU) in

Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations

- Exposure and working with NRLM at Block, District or State level
- Coordination and facilitation of senior, complex 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

**Competencies:**

- Comprehensive understanding of NRLM processes and activities
- Working knowledge of MS Office
- Excellent Reading, Writing and Communication skills in HINDI and ENGLISH
- Good Participatory training and facilitation skills,
- Skills in Designing Training and Module Development
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Team work, Leadership and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view



TRAINING &  
CAPACITY  
BUILDING



RESEARCH &  
APPLICATION  
DEVELOPMENT



POLICY  
FORMULATION  
& ADVOCACY



TECHNOLOGY  
TRANSFER



ACADEMIC  
PROGRAMMES



INNOVATIVE  
SKILLING  
& LIVELIHOOD

