



राष्ट्रीय ग्रामीण विकास एवं  
पंचायती राज संस्थान  
National Institute of  
Rural Development & Panchayati Raj



ग्रामीण विकास मंत्रालय  
भारत सरकार  
**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-500 030**

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**Advt. no. DDUGKY, NIRDPR- 09/2020**

**File no: NIRD/AajeevikaSkills/REC/2014-Part(1)**

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.

DDU-GKY division at NIRDPR, Hyderabad and NRO & IEC at MoRD, New Delhi are looking for staff for the various positions on contract basis.

Detailed Job description, qualification, experience, work location, application submission and other requirements, are as following:

# Human Resource in DDU-GKY, NIRDPR, Hyderabad

S. No	Division	Position	Salary	No. of Positions	Method of Recruitment	Educational Qualification	Selection Criteria			Job Description
							Exp.	Age	Preferred	
1	T&D	Assistant Director, Pedagogy	Rs.60,000/- per month	1	Direct on Contract Basis	<p><b>Postgraduate</b> in Humanities, Social Sciences or Management or related area (Essential)                      In addition:                      Master Trainer Certified by Sector Skills Council / by Industry or recognised training organisation                      OR                      TEFL/TESL/BEC Certified, CEF Assessor                      OR                      Any recognised Master Trainer Certification</p>	<ul style="list-style-type: none"> <li>• Minimum of 5 years experience delivering training to trainers, soft skills, communicative English / domain / leadership and management workshops is a must</li> <li>• Proven experience in delivering Training of Trainers following andragogic practices</li> <li>• Academic / industry-based knowledge of active</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	Experience in Rural Development Sector, Passed DDU-GKY e-SOP	<ul style="list-style-type: none"> <li>• Deliver Training of Trainers on principles of andragogy in English and Hindi by travelling extensively across the country to be able to cover about 2000 trainers in about 100 batches</li> <li>• Maintain trainer quality data and prepare presentable dashboard</li> <li>• Maintain trainer data integrity, confidentiality of content that is IP of NIRDPR DDU-GKY</li> <li>• Design and administer training needs analysis questionnaire according to Standard Operating Procedures</li> <li>• Analyze the training</li> </ul>

							<p>learning methods</p> <ul style="list-style-type: none"> <li>• Proficient in English, Hindi and one or more regional languages</li> <li>• Experience in industry as a trainer will be a plus</li> <li>• Training Design and Development Skills</li> <li>• Instructional Design skills will be a plus</li> <li>• Experience in delivering training in rural development context will be a plus</li> <li>• Knowledge of</li> </ul>			<p>needs and prepare the learning approach periodically</p> <ul style="list-style-type: none"> <li>• Initiate innovative skilling approaches for DDU-GKY rural youth</li> <li>• Design sample lesson plans for use of trainers of DDU-GKY</li> <li>• Deliver softskills / leadership and management training /English communication ToT when required</li> <li>• Drive training quality in DDU-GKY and support SMEs to improve facilitation skills</li> <li>• Mentor trainers / SMEs on training and facilitation skills sensitively</li> <li>• Support training</li> </ul>
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							<p>psychometric tools is a plus</p> <ul style="list-style-type: none"> <li>• Excellent communication skills in English and Hindi</li> <li>• Proficient in MS Word, Excel and PowerPoint</li> </ul> <p>High energy levels to be able to travel across the country, to remote locations and deliver training with impact</p>			<p>related resource identification: freelance trainers, creating resource pool of trainers</p> <ul style="list-style-type: none"> <li>• Monitor quality of training of trainers and devise methods for improvement of training quality at the training centres</li> <li>• Be a role model for trainers on training quality parameters</li> <li>• Prompt, responsive, positive, reliable, responsible and passionate to work for the development of rural youth with integrity and as the brand ambassador of DDU-GKY T&amp;D</li> </ul>
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							Exp.	Age	Preferred	
2	Innovation, (Training & Development)	Asst. Director Evidence-based Policy Analyst (Skills and Livelihoods)	Rs.60,000/per month	2	Direct on Contract Basis	Post graduate diploma or Master's degree in any discipline	<ul style="list-style-type: none"> <li>At least two years' experience in conceptualising or managing complex development project/programme with careful attention to detail <i>(Applicant has to submit the proof of experience; a detailed evidence based approach paper, and a PowerPoint presentation in not</i></li> </ul>	<ul style="list-style-type: none"> <li>Maximum 35 years</li> <li>Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>Experience in Rural Development Sector</li> <li>From economics, public policy, or a related field with an emphasis on quantitative and qualitative research methods</li> <li>Prior exposure to rigorous project/programme evaluations including Randomized Controlled Trials (RCTs)</li> <li>Experienced in data management, analysis; and handling data analytical tools</li> </ul>	<ul style="list-style-type: none"> <li>Provide analytical and operational support for the research initiatives; and for the team's internal evidence review processes</li> <li>Conduct research/analysis of existing programmes and policies, and help develop policy initiatives based on such analysis</li> <li>Compose, fact-check, and edit policy papers, letters, and other written materials</li> <li>Actively contribute to meetings regarding programmes/projects, suggesting new initiatives and brainstorming areas for improvement</li> </ul>

						<p><u>more than three slides on the project/programme they have worked in)</u></p> <ul style="list-style-type: none"> <li>• Strong in quantitative and qualitative analysis</li> <li>• Excellent written and verbal communication skills, including the ability to engage with wide variety of audiences and communicate complex ideas in a clear and</li> </ul>		<ul style="list-style-type: none"> <li>• Worked in process re-engineering by using Lean Six Sigma method/Kaizen principle/Baldrige model/Kotter change model</li> <li>• Core member in statistical unit; social, economic, political, developmental research house</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and actively contribute to meetings on evidence-based reform with officials, researchers, foundation officials, programme implementers, and other stakeholders</li> <li>• Collaborate with subject matter experts for joint activities</li> </ul>
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							<p>concise manner</p> <ul style="list-style-type: none"><li>• Ability to work independently and as part of a team</li><li>• Self-motivated, adaptable and able to complete tasks efficiently with minimal supervision</li><li>• Strong commitment to evidence-based policy and using rigorous evidence to improve</li></ul>			
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							public policy • Proficient in Microsoft Word, Excel (advanced), PowerPoint and at least one statistical software.			
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3	T&D	Asst. Director (e-learning)	Rs.60,000/- per month	1	Promotion/ Direct Recruitment on Contract Basis	Post Graduate in any discipline	<ul style="list-style-type: none"> <li>• A minimum of 5 years of work experience in projects essential.</li> <li>• Experience in project management and has successfully led / rolled out medium-level projects for multiple stakeholders in a matrix organisation</li> <li>• Familiarity with LMS and CMS</li> <li>• Ability to conceptualise</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Content Management System</li> <li>• Project Management Rapid e-learning authoring tools Adobe Captivate and Articulate Storyline</li> <li>• Experience in Rural Development Sector, Passed DDU-GKY e-SOP</li> </ul>	<ul style="list-style-type: none"> <li>• Role/ Responsible for the complete roll out of e-learning on LMS for DDU- GK Y stakeholders (SRLMs, PIAs and candidates) across the states and on board all the stakeholders seamlessly</li> <li>• Network effectively like a relationship manager with SRLMs to ensure 100% adoption of e-learning by stakeholders according to their roles</li> <li>• Co-ordinate the end to end process of development of DDU-GKY e-learning modules by working with AV team and subject matter experts in DDU-GKY (MoRD, SRLM, CTSA and external trade experts), capture knowledge, share the concept for converting into e-</li> </ul>

							<p>lise and advise producers on storyboard for learning-oriented and engaging audio-visual, graphics, multimedia for rural learners of 18 years and above</p> <ul style="list-style-type: none"> <li>• Proven ability to network and build stakeholder relationships</li> <li>• Ability to innovate, create prototypes for e-learning and advise</li> </ul>			<p>learning, prepare schedule and budget, arrange logistics and appropriate shoot location, be present with the crew and expert on the field during production and complete post production activities.</p> <ul style="list-style-type: none"> <li>• Formulate strategies to drive e-learning usage across the states according to the learning path and competencies, implement those strategies and improvise continuously to sustain interest in learning, generate learning reports and presentable dashboards</li> <li>• Pilot new e-learning technologies and share feedback on feasibility for adoption</li> <li>• Forecast learning needs on the basis of</li> </ul>
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							<p>instructional designers and developers</p> <ul style="list-style-type: none"> <li>• Ability to research and find new, agile and cost-effective design solutions to accelerate learning</li> <li>• Ability to deal with ambiguity</li> <li>• Self-driven and ability to turn ideas to execution</li> </ul>			<p>learning reports generated on LMS</p> <ul style="list-style-type: none"> <li>• Design and develop short e-learning modules when required using Instructional Design tools like Captivate and Storyline</li> <li>• Work with MIS team to report any technical issues related to LMS where e-learning is hosted</li> <li>• Market focussed and stakeholder focussed, innovate and implement relevant e-learning methods to suit their needs</li> </ul>
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4	T&D	Mission Managers (Training & Development)	Rs.50,000/- per month	2	Promotion/ Direct Recruitment on Contract Basis	<ul style="list-style-type: none"> <li>Post graduate preferably in Business Administration with specialisation in HR or Training / PG in Rural Development / PG in Social Work</li> </ul>	<p>Overall work experience of 5 years. Out of which 2 years in training associated with rural development schemes</p> <ul style="list-style-type: none"> <li>Proven experience in interacting with multiple-level stakeholders with positive outcomes</li> <li>Small – medium project management experience will be a plus</li> <li>Delivering training to multiple-level</li> </ul>	<ul style="list-style-type: none"> <li>Maximum 35 years</li> <li>Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>Experience in Rural Development Sector, Passed DDU-GKY e-SOP</li> </ul>	<ul style="list-style-type: none"> <li>Carry out multiple responsibilities as a T&amp;D relationship Manager of DDU-GKY for a given zonal cluster of states / zone, that include engaging with SRLMs, CTSA, TSA, MoRD for gauging and forecasting training needs based on quantitative and qualitative data</li> <li>Work with subject matter experts in SSCs and industry to rationalise, standardise and develop learning content for a minimum of 40 trades and in multiple languages</li> <li>Co-ordinate the above project end to end, including logistics and budget</li> <li>Conduct Needs</li> </ul>

						<p>stakeholders using participatory training methods, delivering Training of Trainers, SHG training</p> <ul style="list-style-type: none"> <li>• Stake holder Management</li> <li>• Excellent communication skills</li> <li>• Has experience of working in teams</li> <li>• Proficiency in Hindi and or South Indian languages a plus</li> <li>• Proficiency in MS Word, Excel and Power Point</li> </ul>			<p>Analysis as a learning &amp; development consultant of DDU-GKY every quarter to help rationalise training offerings and other learning solutions besides training</p> <ul style="list-style-type: none"> <li>• Plan training calendar and design other interventions based on the analysis and state needs</li> <li>• Manage budgets allocated to states and get UCs</li> <li>• Proactively suggest innovative solutions and training approaches to enhance and enrich training effectiveness</li> <li>• Work with subject matter experts and develop pre and</li> </ul>
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										<p>post training assessments and L3 evaluation where applicable</p> <ul style="list-style-type: none"><li>• Deliver capacity building workshops on SoP or KSA related areas when required</li><li>• Mentor trainers of PIAs on training methods and improve quality of training delivery</li><li>• Deliver Training of Trainers when required</li><li>• Content rationalisation and standardisation, conduct pilots of new projects</li><li>• Conduct action-research and set up live labs to measure impact of training pilots, prepare research proposals and</li></ul>
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										<p>reports</p> <ul style="list-style-type: none"><li>• Travel extensively to understand grass root level needs</li><li>• Be prompt and be the face and brand ambassador of T&amp;D function and work with integrity and passion for development of rural youth.</li><li>• Staying positive and deal with uncertainties, confidence to take independent decisions, not wait to be told, be a self-starter and work beyond the call of duty in challenging, matrix and ambiguous environments</li></ul>
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5	T&D	Project Officer (e-learning Operations)	Rs.40,000/- per month	1	Direct on Contract Basis	BCA/ MCA/ MSc Computers	<ul style="list-style-type: none"> <li>• 1-2 years in related area</li> <li>• Web-designing experience</li> <li>• Knowledge of e-learning tools preferable</li> <li>• Passion for best design and a desire to develop new bold e-learning ideas</li> <li>• Proficient in MS Office suite</li> </ul>	<ul style="list-style-type: none"> <li>• Max. 28 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Rural Development Sector, Passed DDU-GKY e-SOP</li> </ul>	<ul style="list-style-type: none"> <li>• Support in roll out of e-learning across the states for DDU-GKY virtually and face to face, maintenance and administration</li> <li>• Provide on the ground support to stakeholders across the states in adopting e-learning</li> <li>• Upload e-learning materials and content on LMS using available tools</li> </ul>



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6	T&D	Project Officer (Training Operations)	Rs.40,000/- per month	2	Promotion/ Direct Recruitment on Contract Basis	MBA / PGDRDM	<ul style="list-style-type: none"> <li>• 1-2 year's experience in Training Operations or related area <ul style="list-style-type: none"> <li>▪ Experience with rural skilling an advantage</li> <li>▪ Ability to work with difficult, demanding and multiple stakeholders – internal and external</li> <li>▪ Ability to anticipate risks / mitigate risks</li> <li>▪ Ability to work with minimum supervision</li> <li>▪ Ability to work</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Max. 28 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Rural Development Sector, Passed DDU-GKY e-SOP</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordinate on campus training programmes end to end that include:</li> <li>• Organise, schedule training and capacity building workshop</li> <li>• Co-ordinate effectively with multiple levels of stakeholders with tact to ensure smooth conduct of training</li> <li>• Communicate with workshop participants and brief them about the training programmes unambiguously</li> <li>• Facilitate field visits and co-ordinate with other departments of DDU- GKY and PIAs on time</li> <li>• Prepare budgets and monthly report of training</li> <li>• Manage logistics for training including accommodation, budget, transport, venue</li> <li>• Upload training data and generate</li> </ul>

							<p>under pressure, multi-task and against tight deadlines and demands</p> <ul style="list-style-type: none"> <li>▪ Interpersonal skills</li> <li>• Proficiency in MS Word, Excel and Power Point</li> </ul>			<p>certificates</p> <ul style="list-style-type: none"> <li>• Work with State Team Managers to source workshop nominations</li> <li>• Support training team with planning of training calendar</li> <li>• Generate feedback reports from TMP every month and share with facilitators and help improve quality of delivery</li> <li>• Analyse attendance and feedback data and advise team about areas of opportunity in capability building</li> <li>• Consolidate actual budget spends and help create budget proposal</li> <li>• Generate accurate training data report for monthly reviews by senior management / faculty</li> <li>• Deal with exigencies and challenges to ensure smooth conduct of training sessions</li> </ul>
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7	M&E	Asst. Dir.	Rs.60,000/- per month	1	Promotion/ Direct Recruitment on Contract Basis	Post-Graduation in Social Sciences, Rural Development, Public Policy or International Development or in the related disciplines from any recognized University	Minimum of 7 years of experience in Monitoring Livelihood Programs of Central/State Govts. with at least 2 years in Monitoring Skill Development Programs	<ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Monitoring International Projects</li> <li>• Exposure in Mobilization of beneficiaries for livelihood programs</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible and accountable for all the PIA and NIRDPR teams in the assigned states for the successful execution of the projects as per the SOP</li> <li>• Participation in projects planning/conducting workshops and review progress at States/NIRDPR/MORD level</li> <li>• Coordinating projects' activities across states to ensure effective implementation</li> <li>• Provide feedback to develop, strengthen monitoring and inspection and evaluation of procedures</li> <li>• Provide inputs, information and statistics for periodical reports to the Director (M&amp;E), Ministry of Rural Development (MoRD), State governments, etc. and also assist the management team in</li> </ul>

										<p>preparing relevant reports and guidelines</p> <ul style="list-style-type: none"> <li>• To ensure that projects and teams are following SOPs. Deviation, if any, should be with the approval of the Competent Authority</li> <li>• Organize and conduct training on SOP for project and other stakeholders</li> <li>• Assist, Director (M&amp;E) in: <ul style="list-style-type: none"> <li>a. Periodical reports on project progress based on MIS reports on project activities</li> <li>b. Initiate action against PIAs for any default and/or non-performance</li> <li>c. Project performance review</li> </ul> </li> <li>• Compiling required data/information</li> </ul>
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8	M&E	State Team Manager	Rs.50,000/- per month	7	Direct on Contract Basis	PG in any discipline from the recognised University	At least 5 years of experience in Executing Projects relating to Rural Development in the areas of Livelihood and Skill Development	<ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Livelihood and Skill Development Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible and accountable for all the PIAs and NIRDPR teams in the assigned state for the successful execution of the projects as per the SOP</li> <li>• Monitor and evaluate overall progress of operations on achievement of results of assigned projects/state</li> <li>• Assist Director (M&amp;E) and other Senior Official in planning workshop and for Project Review at States/NIRDPR/MoRD. Participate in projects reviews and planning workshops at States/NIRDPR/MoRD</li> <li>• Coordinating projects activities across state to ensure effective implementation</li> <li>• Monitoring, Implementation and Evaluation of the programs and to provide feedback to develop and strengthen the system.</li> </ul>

										<ul style="list-style-type: none"><li>• Provide inputs, information and statistics for periodical reports to the Director (M&amp;E), Ministry of Rural Development (MoRD) etc. and also assist the Management team in preparing relevant reports and guidelines</li><li>• Ensure deviations by projects are dealt with in accordance with SOPs</li><li>• Ensuring projects and teams are following SOPs</li><li>• Organize and conduct training on SOP for project and other stakeholders</li></ul> <p>State Team Manager will help Director (M&amp;E) in:</p> <ol style="list-style-type: none"><li>a. Periodical reports on project progress based on MIS reports on project activities</li><li>b. Action against PIAs for any default and/or non-performance</li><li>c. Project performance reviews</li></ol>
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											<ul style="list-style-type: none"><li>• Compiling required data/information</li></ul>
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9	M&E	Project Officers (M&E)	Rs.40,000/- per month	3	Direct on Contract Basis	PG Degree/Diploma in Social Work/Rural Development/Public Policy/Development Studies or related field.	<ul style="list-style-type: none"> <li>• Preference will be given to candidates with 1-2 years' experience in the areas of livelihood / Mobilization in Rural Development</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 28 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	-	<ul style="list-style-type: none"> <li>• Responsible and accountable for the successful execution of the assigned DDU-GKY project(s) through regular Monitoring &amp; reviewing of project activities and expenditure</li> <li>• Conduct Due Diligence and periodical Planned and Surprised Inspections of the Training Centres</li> <li>• Conduct Placement Verifications of the placed candidates</li> <li>• Conduct Training/Capacity Building programmes for different stakeholders on different aspects of the project implementation</li> <li>• Share project related strategic policy decisions of the MoRD and NIRDPR management with the PIAs</li> <li>• Ensure SOP compliance in the</li> </ul>



										<p>project execution by PIAs</p> <ul style="list-style-type: none"><li>• Report project related periodical progress reports in the prescribed formats and frequency</li><li>• Gather project progress data/information and supply the same to the central database</li><li>• Responsible and accountable for the assigned PIAs in the successful execution of the projects</li><li>• Provide feedback to develop and strengthen monitoring, inspection and evaluation procedures</li></ul>
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10	MIS	Software Engineers	Rs.45,000/- per month	3	Direct on Contract Basis	B.E/ B.Tech/ M.Tech in CSE/IT/ ECE	<ul style="list-style-type: none"> <li>• Minimum of 0-2 years working experience in Software Development using PHP, MySQL and related technologies</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 30 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>• Proven software development experience and Android skills development.</li> <li>• Proven working experience in Android app development.</li> <li>• Have published at least one original Android app.</li> <li>• Experience with Android SDK.</li> <li>• Experience with PHP, MySQL</li> <li>• Experience in working with remote data via REST and JSON.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops information systems by designing, developing, and installing software solutions</li> <li>• Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions.</li> <li>• Develops software solutions by studying information needs, conferring with users, and studying systems flow, data usage, and work processes.</li> <li>• Investigates problem areas.</li> <li>• Follows the software development lifecycle</li> <li>• Documents and demonstrates</li> </ul>

									<ul style="list-style-type: none"> <li>• Experience with third-party libraries and APIs.</li> <li>• Working knowledge of general mobile landscape, architectures, trends and emerging technologies.</li> <li>• Good understanding of the full mobile development life cycle.</li> <li>• iOS development experience is a plus.</li> </ul>	<p>solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.</p> <ul style="list-style-type: none"> <li>• Prepares and installs solutions by determining and designing system specifications, standards, and programming.</li> <li>• Accomplishes, engineering and organization mission by completing related results as needed</li> </ul>
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11	ADM N	Legal Officer	Rs.50,000/- per month	1	Direct on Contract Basis	LL.B./ BL/ from a Recognized University. Preference will be given to those having LLM	a) More than three years of experience as Law Practitioner/ Legal Officer/ Advisor in any Organization preferably Government/ Semi-Government/ Autonomous organization • Preference would be given to the candidates having experience in arbitration/ dispute resolution & service matters	<ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	-	<ul style="list-style-type: none"> <li>• To look after all the legal work of the of DDU-GKY Project and NIRDPR</li> <li>• To prepare petitions/ applications/ replies to all the Court cases pertaining to the Institute in the various Courts in consultation with the Standing Counsel of NIRDPR.</li> <li>• To attend the Court / CAT cases, as and when required.</li> <li>• Participate in arbitration proceedings</li> <li>• Any other work assigned by the seniors, from time to time.</li> </ul>

S. No	Division	Position	Salary	No. of Positions	Method of Recruitment	Educational Qualification	Selection Criteria			Roles and Responsibilities
							Exp.	Age	Preferred	
12	ADMN	Manager (HR)	Rs.50,000/- per month	1	Direct on Contract Basis	Any Post-Graduate with specialization in Human Resource Management/ MBA with Human Resource Management/ Personal Management	<ul style="list-style-type: none"> <li>• Minimum of 2 years working experience in Administration/managing Human resources preferably in Government run Institutes/ Organization</li> <li>• Excellent drafting skills for writing formal communications/preparation of reports</li> <li>• Fluency in English language</li> <li>• Person with thorough knowledge on GoI rules on service matters</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	-	<ul style="list-style-type: none"> <li>• To facilitate and track the recruitment processes</li> <li>• To assist in collaborating with other Institutes in HR development</li> <li>• To assist Management in organizing workshops/</li> <li>• Seminars/capacity building of Staff</li> <li>• To handle day to day correspondence in administration</li> <li>• To address and resolve grievances of the Staff</li> <li>• To facilitate/organize Orientation programme for newly recruited staff</li> <li>• Any other job as assigned by the Director concerned</li> </ul>

S. No	Division	Position	Salary	No. of Positions	Method of Recruitment	Educational Qualification	Selection Criteria			Roles and Responsibilities
							Exp.	Age	Preferred	
13	ADM N	Project Associate (HR & Admin)	Rs.35,000/- per month	2	Direct on Contract Basis	Graduate in any discipline from any recognised University and PGD (HRM)	<p>a) 2-4 years working experience in office administration</p> <p>b) Should possess communicative skills in English</p> <p>c) Experience in Inventory management</p> <p>d) Experience in Payroll management</p> <p>e) Efficiency in MS Office</p> <ul style="list-style-type: none"> <li>• Preference will be given to post graduate candidates with relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	-	<ul style="list-style-type: none"> <li>• To Assist Senior management in the administration related work</li> <li>• To Assist Project Manager (HR) in daily HR matters</li> <li>• Co-ordinate effectively with multiple levels of stakeholders for the smooth implementation of Project under the guidance of Project Manager (HR)</li> <li>• Prepare reports and summaries for Officers to manage process flow of tasks</li> <li>• Assist in prepare matrix of work division and tracking of tasks matrix to ensure effective and timely completion of tasks by staff</li> <li>• Assist in managing correspondence with Ministry and States</li> <li>• Assist in arranging Induction/ workshop/write-shops for the internal staff members and other stakeholders on regular intervals</li> <li>• Any other work assigned by the seniors, from time to time.</li> </ul>

## Human Resource Requirement in PMA, NRO, MoRD, New Delhi

Sl. No	Position	Salary	No. of Positions	Method of Recruitment	Education Qualification	Experience	Skills and Competencies Required	Roles and Responsibilities
14.	Thematic (Research & Policy)	Rs.1,00,000 /- per month	1	Direct on Contract Basis	A Master's degree or equivalent in law, economics, political science, international relations, or other subject of relevance for the position	<p>a) A minimum of 5 years of professional experience in international economics, political science, international relations or a related area, preferably in an international environment and with knowledge of and experience in Skill ecosystem</p> <p>b) Possesses strong analytical skills demonstrable through previous work</p> <p>c) Fluency in oral and written English</p> <p>d) Able to work both independently and as part of a team in a multicultural environment</p>	<p>a) Self-driven, self-motivated with an entrepreneurial ability to drive the team &amp; function</p> <p>b) Ability to work independently with lean resources</p> <p>c) Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system</p> <p>d) Ability to work under pressure and tight deadlines</p> <p>e) Unimpeachable integrity and strong work ethics and personal commitment</p>	<p>Thematic Expert (Research &amp; Policy) shall be responsible for and to perform the following services:</p> <p>a) Policy Analysis: Review a sample of policies selected in agreement with DDUGKY against expected deliverables to determine what limits adoption and implementation of policy at national and/or regional levels and recommend way forward</p> <p>b) Planning: Work with key staff to develop an advocacy strategy that will enable the Program Development to identify a niche role, milestones, and strategies to influence implementation of key policies and against policy gaps which are reinforcing</p>

						<p>f) Strong written and oral communication skills</p> <p>g) High level of numeracy and high-level proficiency in software applications</p> <p>h) Gender sensitivity</p> <p>i) Ability to understand and consistently apply organizational policies and procedures in work</p> <p>j) Willingness to travel.</p>	<p>structural barriers to our national strategic goals as an agency</p> <p>c) Monitor the programming process, prepare implementation of programmes and projects with the goal of improving the programming process, timely identification, elimination and alleviation of potential problems in the programming process and implementation of programmes and projects.</p> <p>d) Prepare analytical briefs and memos regarding the overall developments in DDUGKY, in particular on matters related to programming with advice and/or recommendations, where appropriate, for possible action by the Policy makers.</p> <p>e) Partnership mapping and coordination: Identify specific roles for youth working group partners and other champions or stakeholders in influencing the implementation of key</p>
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								<p>youth policies at the regional and national levels.</p> <p>f) Consultation: Present and seek input on the draft advocacy strategy and implementation plan with management Committee and other internal and external stakeholders to ensure proposed strategy has buy in and is appropriately linked to roles, capacities, and priorities.</p> <p>g) Internal Capacity: Train and coach key staff to participate more effectively in policy and advocacy processes from community to national level, during the course of work</p>
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Sl. No	Position	Salary	No. of Positions	Method of Recruitment	Education Qualification	Experience	Skills and Competencies Required	Roles and Responsibilities
15.	Thematic (IEC & ICT)	Rs.1,00,000 /- per month	1	Direct on Contract Basis	Post Graduate in any discipline preferably in Social Sciences/ Education/ Computer Sciences/ Rural Development & Management	Minimum of 10 years with at least 5 years' experience in IEC&ICT in a major social sector organization/ large program	<ul style="list-style-type: none"> <li>a) Self-driven, self-motivated with an entrepreneurial ability to drive the team &amp; function</li> <li>b) Ability to work independently with lean resources</li> <li>c) Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system</li> <li>d) Ability to work under pressure and tight deadlines</li> <li>e) Unimpeachable integrity and strong work ethics and personal</li> </ul>	<p>Thematic Expert (IEC&amp;ICT)) shall be responsible for and perform the following services:</p> <ul style="list-style-type: none"> <li>a) Develop IEC strategies with regard to programme level communication and work plan</li> <li>b) Creation of campaign, communication and documentation system of DDU-GKY programme through various medium like – printed materials, hoardings, short video films in TV and You Tube, conferences, advertisements, etc.</li> <li>c) Identify component organizations to prepare IEC materials</li> <li>d) Monitor- follow up production &amp; distribution of IEC materials across various beneficiaries</li> <li>e) Supervise IEC consultants as required and implementation of</li> </ul>

						<p>commitment</p> <p>f) Strong written and oral communication skills</p> <p>g) Gender sensitivity</p> <p>h) Ability to understand and consistently apply organizational policies and procedures in work</p> <p>i) Willingness to travel.</p>	<p>the components</p> <p>f) Arrange periodic processes &amp; impact evaluation of communications activities</p> <p>g) Identify &amp; document lessons learnt and good practice at all levels &amp; disseminate appropriately</p> <p>h) Collaborate with the M &amp; E team to collect and disseminate survey, assessment related information</p> <p>i) Aggregate IEC initiatives of various functions and prepare consolidated budget for IEC activities</p> <p>j) Establish and facilitate a working group with government stakeholders to discuss current problems and actionable solutions for both the short and the long-term</p> <p>k) Provide technical expertise to government stakeholders on identifying the major bottlenecks in the implementation of technology</p>
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								<p>in the DDU-GKY programme and facilitating in the process of identifying solutions</p> <p>l) Provide technical expertise on methods for aggregating, storing, reporting, and presenting information in a useful manner for analysis and decision making</p> <p>m) Assignment of responsibilities for storing various types of data and information and for reconciling and publishing the information</p> <p>n) Makes recommendations in areas of expertise</p> <p>o) Prepares special studies and reports</p> <p>p) Peoples' orientation and the ability to work with people</p> <p>q) Establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively</p> <p>r) Identifies problems and propose solutions</p> <p>s) Demonstrates extremely strong</p>
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								<p>influencing and facilitation skills</p> <p>t) Any other related tasks that may be assigned by the NRO Director/PMA Head/ Deputy PMA Head</p>
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Sl. No	Position	Salary	No. of Positions	Method of Recruitment	Education Qualification	Experience	Skills and Competencies Required	Roles and Responsibilities
16.	Thematic (MIS)	Rs.1,00,000/- per month	2	Direct on Contract Basis	First class B. Tech/M. Tech/MCA with some exposure to Statistics essential. Preference will be given to those who are holding MBA qualification in addition	<p>a) Minimum of 10 years with at least 5 years' hands-on experience in the MIS development and implementation for Government/ semi-Government/ PSU organizations in India</p> <p>b) Hands-on experience in using at least one RDBMS – SQL Server, Oracle, MySQL, etc.</p> <p>c) Should have working experience in programming, designing MIS for large government projects or organisations</p> <p>d) Experience in open source platforms, Data analytics and visualisation</p>	<p>a) Self-driven, self-motivated with an entrepreneurial ability to drive the team &amp; function</p> <p>b) Ability to work independently with lean resources</p> <p>c) Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system</p> <p>d) Ability to work under pressure and tight deadlines</p> <p>e) Unimpeachable integrity and strong work ethics and personal commitment</p> <p>f) Strong written and oral communication skills</p>	<p>Thematic Expert (MIS) shall be responsible for and to perform the following services:</p> <p>a) Institutionalize MIS collation by states, PIAs and CTSA's</p> <p>b) Train and capacitate NMMU as well as states in timely and accurate MIS provision</p> <p>c) Systematize &amp; Institutionalize Reporting, Analysis and Decision Support across the Eco-systems, including rating and grading of PIAs, States, CTSA's and program performance</p> <p>d) Review and provide functional and technical inputs for MIS development</p> <p>e) Provide support to states for conducting of thematic studies on different aspects and areas of the programme</p>

						<p>g) High level of numeracy and high level proficiency in software applications</p> <p>h) Gender sensitivity</p> <p>i) Ability to understand and consistently apply organizational policies and procedures in work</p> <p>j) Willingness to travel</p>	<p>f) Establish Review schedules for quantitative, qualitative, process and thematic analyses including surprise field checks, surveys and research</p> <p>g) Strengthen the quality and usage of MIS system of the DDU-GKY programme</p> <p>h) Co-ordination with the external support vendors and internal IT teams for the systems development &amp; implementation</p> <p>i) Makes recommendations in areas of expertise</p> <p>j) Prepares special studies and reports</p> <p>k) Peoples' orientation and the ability to work with people</p> <p>l) Establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively</p> <p>m) Identifies problems and propose solutions</p>
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Sl. No	Position	Salary	No. of Positions	Method of Recruitment	Education Qualification	Experience	Skills and Competencies Required	Roles and Responsibilities
17.	Thematic (Finance)	Rs.1,00,000 /- per month	1	Direct on Contract Basis	Post Graduate in Finance/Commerce/Economics preferably Masters in Business Administration (specialisation in Finance), CA, ICWA, etc.	<ul style="list-style-type: none"> <li>• Minimum of 6 years with at least 5 years' experience in finance &amp; accounts for Government/ semi-Government/ PSU organizations in India and should be familiar with norms, timelines, rules e.g. GFR rules, various directives of Ministry of Finance / GoI / State / MoRD</li> <li>• The candidates should have a Cost Account or Chartered Accountant or qualified from</li> </ul>	<ul style="list-style-type: none"> <li>• Self-driven, self-motivated with an entrepreneurial ability to drive the team &amp; function</li> <li>• Ability to work independently with lean resources</li> <li>• Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system</li> <li>• Ability to work under pressure and tight deadlines</li> <li>• Unimpeachable integrity and strong work ethics and</li> </ul>	<ul style="list-style-type: none"> <li>• Thematic Expert (Finance) shall be responsible for and perform the following services:</li> <li>• Develop, implement and maintain accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting in accordance with NIRDPR norms and policies</li> <li>• Perform budget and cost planning, budget allocation, fund release, fund management and payment support and reconciliation</li> <li>• Provide support to the states as and when required with respect to program related financial requirements.</li> <li>• Perform financial consolidation at the centre, review with states and support state specific requirements</li> <li>• Manage, oversee, analyse current and future financial &amp; accounting requirements</li> </ul>

					<p>Indian Revenue Services</p> <ul style="list-style-type: none"> <li>• The candidates should have at least 3 years' experience in budget planning, estimation, fund management, corporate finance, project finance</li> </ul>	<p>personal commitment</p> <ul style="list-style-type: none"> <li>• Strong written and oral communication skills</li> <li>• High level of numeracy and high level proficiency in software application including some popular databases/ Ms-Office/ Data Analysis packages, etc.</li> <li>• Gender sensitivity</li> <li>• Ability to understand and consistently apply organizational policies and procedures in work</li> <li>• Willingness to travel.</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordinate, audit, analyse and report the financial performance to the management</li> <li>• Prepare short and long-term financial forecasts of financial performance for use with internal management and MoRD</li> <li>• Makes recommendations in areas of expertise</li> <li>• Prepares special studies and reports</li> <li>• Peoples' orientation and the ability to work with people</li> <li>• Establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively</li> <li>• Identifies problems and propose solutions</li> <li>• Demonstrates extremely strong influencing and facilitation skills</li> <li>• Provide finance &amp; accounting support for DDU-GKY NMMU</li> <li>• Any other task assigned from time to time by management</li> </ul>
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Sl. No	Position	Salary	No. of Positions	Method of Recruitment	Education Qualification	Experience	Skills and Competencies Required	Roles and Responsibilities
18.	Content Manager	Rs.70,000 to 80,000/-month	1	Direct on Contract Basis	Graduates/P Gs in Mass Communication, Journalism or English Literature would be considered (though exception can be made for ones with sound communication skills)	<p>a) The incumbent shall have 4-7 years of experience in Hindi and English copy-writing in advertising agencies along with managing content and social media platforms for large brands and development projects.</p> <p>b) Experience of working in development sector or on Government schemes shall be desired.</p>	-	<ul style="list-style-type: none"> <li>Responsible for content creation with good command over English and Hindi language</li> <li>Conceptualising and managing text, audio, video &amp; photographic content for social media platforms like Facebook, Twitter, YouTube, LinkedIn etc. and MoRD website.</li> <li>Reviewing best practice documents and success stories shared by state teams and carrying out background research to develop a structured write-up for posting online and internal circulation.</li> <li>Providing innovative and eye-catching creative solutions to PDs for showcasing their programme during various events as well as during media campaigns</li> <li>Should be a team player, thinker and works collaboratively with graphic designer and other vendors such as producers, photographers, event agencies, etc. under the guidance of BCC</li> </ul>

								<p>Specialist to meet the needs of the Ministry and Program Divisions</p> <ul style="list-style-type: none"><li>• The position requires strong communication skills with excellent ability to structure content with fluency, be it heart-warming stories of transformation or innovative approaches taken by PDs. The person needs to demonstrate good knowledge of social media platforms and techniques to engage with various stakeholders.</li></ul>
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Sl. No	Position	Salary	No. of Positions	Method of Recruitment	Education Qualification	Experience	Age	Skills and Competencies Required	Roles and Responsibilities
19.	Office Assistant	Rs.30,000/- month	1	Direct on Contract Basis	Graduate/Post Graduate in any discipline.	<p>a)The incumbent shall have at least 2-3 years of work experience in Central/State Govt. or any other Govt. Organizations</p> <p>b) Certificate in typing higher and short hand</p>	<ul style="list-style-type: none"> <li>• Maximum 28 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<p>Preference would be given to the candidates who have worked earlier in PSUs, large Govt. Projects etc.</p>	<ul style="list-style-type: none"> <li>• To Assist Senior management in the administration related work</li> <li>• Prepare reports and summaries for Officers to manage process flow of tasks</li> <li>• Assist in prepare matrix of work division and tracking of tasks matrix to ensure effective and timely completion of tasks by staff</li> <li>• Assist in managing correspondence with Ministry and States</li> <li>• Assist in arranging Induction/ workshop/write-shops for the internal staff members and other stakeholders on regular intervals</li> <li>• Any other work assigned by the seniors, from time to time.</li> </ul>

### **Other Conditions:**

1. Last date for the online submission of application: 23 May 2020 or 15 days from the Date of Advertisement in Newspaper, whichever is longer. Candidates are advised to visit the website for updates on the last date for submission of online application.
2. All the posts are purely on contract basis.
3. There is no application fee for applying for the above post.
4. Positions from S No. 1-13 are based at NIRDPR, Hyderabad and from S No. 14-19 are based at New Delhi.
5. Candidates are advised to self-verify before applying that they possess at least the minimum essential qualification laid down in the advertisement.
6. The candidate should submit application ONLINE only and no need to apply through post.
7. During interview process, an online/written test will be conducted for certain positions.
8. NIRDPR reserves the rights to alter or modify the recruitment process.
9. Changes viz., notice, corrigendum, addendum, cancellation, if any will be updated at the NIRDPR website. Hence, candidates may visit website at regular intervals.
10. The candidates who fulfil the qualifications / experience may apply online in the prescribed format (Click here for Online Application). The candidate may save a copy of the submitted on-line application. At the time of interview, the original certificates of qualification / experience should be presented for verification along with attested copies. Only the shortlisted candidates will be called for interview. No TA / DA will be given for attending the Interview.
11. The application is available in NIRDPR website; <http://www.nird.org.in>; <http://career.nirdpr.in/>
12. The tenure of contract will be for a period not exceeding two years on such terms and conditions governing the rules of NIRDPR from time to time.
13. Employed personnel should submit their applications through proper channel. Advance copies within prescribed due date will be considered. However, applicants will have to produce NO OBJECTION CERTIFICATE from the employer at the time of interview.
14. Mere fulfilment of the qualifications prescribed does not entitle the candidate to be called for interview.
15. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.

16. Only Indian Nationals are eligible to apply.
17. No correspondence will be entertained from the candidates regarding postal delays, short-listing, reasons for not being called for interview, selection or appointment.
18. Experience and qualification will be reckoned as on the last date of submission of application. Clear quality Xerox attested copies of all important certificates and documents must be uploaded with the online application.
19. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
20. Institute reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change. The Institute may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
21. Canvassing in any form will be treated as disqualification.
22. The Competent Authority reserves the right to decide to fill up or not to fill up these advertised posts.
23. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.
24. In case of any inadvertence in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
25. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
26. Application incomplete in any respect and not accompanied by relevant certificates/documents/ photograph will be summarily rejected.
27. Documents would be verified before commencement of recruitment process.
28. Date of interviews shall be communicated to shortlisted candidates only.
29. The final results shall be communicated to the selected candidates only.