

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI
RAJ RAJENDRANAGAR: HYDERABAD-500 030**

Advt. No.09/2024

File No. NIRDPR/CPRD&PSSD/PCMGPCs/Recruitment/PMU/2023-24

Comp No.16368

**Advertisement Inviting Applications for Filling up of Five Posts in the PMU for
the Project for Creating 250 Model GP Clusters under CPRDP&SSD “
of NIRDPR**

National Institute of Rural Development & Panchayati Raj (NIRDPR), which is the country's apex organization for training and research on various aspects of Panchayati Raj and Rural Development is implementing a Project for Creating 250 Model GP Clusters with support from the Ministry of Panchayati Raj (MoPR), Government of India under RGSA. NIRDPR invites online applications from eligible candidates for the following contractual positions.

Contractual Positions in the PMU for the Project for Creating 250 Model GP Clusters for working at NIRDPR, Hyderabad			
Sl. No.	Name of the Post	No. of Posts	Consolidated Monthly Remuneration
1	Deputy Project Team Leader	1	Rs.1,20,000/-
2	Senior Consultant (IT & MIS)	1	Rs.1,20,000/-
3	Programme Monitoring Consultant	1	Rs.70,000/-
4	Project Associate (Project Management)	1	Rs.40,000/-
5	Project Associate (Accounts & Administration)	1	Rs.40,000/-
Total No. of Positions		5	

The details regarding the educational qualifications, experience, skills, job description, age, remuneration etc. are as stated below:

1. Deputy Project Team Leader

1	Designation	Deputy Project Team Leader
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	1 (One)
4	Educational Qualification	<u>Essential</u> Master's degree in any stream of social science from any recognized university <u>Desirable</u> MBA in Human Resource management/Project Management will be given preference
5	Work Experience	<u>Essential</u> At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Gram Panchayat Governance, Capacity Building & Training for Gram Panchayat level and support for preparation of LSDG-focused Thematic GPDP

		<u>Desirable</u> <ul style="list-style-type: none"> • Practical experience in Project Designing, Project Planning, Project Management, Monitoring and Documentation at State or National level • Experience in development of Learning Materials on the subjects
6	Knowledge and Skills Required	<ul style="list-style-type: none"> a. Knowledge about Panchayat Acts & Rules of more than one State/UT including structure, functions, roles & responsibilities of Gram Panchayats as institutions of self-government b. Knowledge of e-Governance and Service Delivery through Panchayats c. Knowledge of Capacity Building & Training on Panchayats & Rural Development d. Knowledge of preparation of LSDG-focused Thematic GPDP e. Soft skills including proficiency in MS Office, presentation skills and skills in use of the Portals of MoPR and MoRD f. Proficiency in writing and speaking English and speaking Hindi
7	Job Description	<ul style="list-style-type: none"> a. To assist the Project Team Leader in leading the Project activities including Designing, Implementation Planning, Management, Monitoring, Reporting and Documentation b. To assist the Project Team Leader in mentoring the PMU Staff, State Programme Coordinators, Young Fellows and other Project Staff for effective Project Management, Implementation and Monitoring and in supervising their performance c. To develop Training Designs and Learning Materials for training of State & District Level officials, Project Staff, Gram Panchayat Planning Facilitation Teams (GPPFT) and other stakeholders under the Project GPs with focus on Institutional Strengthening and LSDG-focused GPDP d. To coordinate with States and Union Territories and also SIRDs/ SPRCs/ State Nodal Agencies for GPDP, ETC/DTC/DPRCs, SRLMs, Corporates, Partner Organisations for the Project, CSO, NGOs and similar organisations for effective implementation of the Project e. To guide the Project Staff and Partners in Documentation of the Project interventions and Good Practices - based on reports, field studies, AV documentation, GPDP documents etc. f. To assist in developing Project Monitoring systems in consultation with experts/expert agencies g. To work for prolonged hours to achieve the targets of the Project h. To discharge such other responsibilities as may be assigned
8	Age Limit	Not more than 62 years as on 01.04.2024

9	Remuneration	A consolidated amount of Rs.1,20,000/- (Rupees one lakh and twenty thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR
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2. Senior Consultant (IT & MIS)

1	Designation	Senior Consultant (IT & MIS)
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	1 (One)
4	Educational Qualification	<p><u>Essential</u> A Bachelor's degree in Engineering/Technology in Computer Science or IT from a reputed institution</p> <p><u>Desirable</u> Master's degree in Engineering/Technology in Computer Science or IT from a reputed institution</p>
5	Work Experience	<p><u>Essential</u> At least seven years' first-hand combined experience of having worked at District/State/National level on development and maintenance of MIS, web-based monitoring and development & maintenance of Dashboards</p> <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience of developing ICT tools related to Panchayats • Experience in developing end-to-end IT systems • Experience in developing mobile applications
6	Knowledge and Skills Required	<ol style="list-style-type: none"> Technical competencies such as knowledge of programming languages, software development workflows and data warehousing techniques Certified knowledge of leading Information Technologies Project Management and Monitoring skills Soft skills including leadership skills, analytical skills and communication skills Skills in development of MIS for the Project Skills in development of web-based monitoring systems Skills in development and maintenance of Dashboards Proficiency in writing and speaking English and speaking Hindi
7	Job Description	<ol style="list-style-type: none"> Development of management of MIS for the Project, development of web-based monitoring systems and development and maintenance of Dashboards and software for improving functioning of the Project Regular field visits and reporting on ground realities on the activities Advancement of knowledge in improved performance of the Project Development of Learning Materials on the related subjects To provide Capacity Building & Training support to the Project staff on application of eGramSwaraj and other Portals of the MoPR, MoRD and other Ministries of Government of India To raise revenue through knowledge-based works of the Project To work for prolonged hours to achieve targets of the Project

		h. To discharge such other responsibilities as may be assigned
8	Age Limit	Not more than 50 years as on 01.04.2024
9	Remuneration	A consolidated amount of Rs.1,20,000/- (Rupees one lakh and twenty thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR

3. Programme Monitoring Consultant

1	Designation	Programme Monitoring Consultant
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	1 (One)
4	Educational Qualification	Master's degree in Economics or Statistics or Masters or its equivalent in Public Administration/Rural Development/Rural Management from any recognized university
5	Work Experience	<p>Essential At least 5 (five) years' first-hand combined experience of having worked at District/State/National level on issues related to Monitoring of Gram Panchayat Governance, Capacity Building & Training for Gram Panchayat level, LSDG-focused GPDP and implementation of any Project for strengthening of Gram Panchayats</p> <p>Desirable</p> <ul style="list-style-type: none"> • Experience in development of Learning Materials on the subjects and conduct of Training including Training of Trainers • Experience of working on e-GramSwaraj and other Portals of the MoPR and MoRD • Experience of working in development of Dashboard for any Project
6	Knowledge and Skills Required	<ol style="list-style-type: none"> a. Knowledge about Panchayat Acts & Rules of one or more States/UTs including structure, functions, roles & responsibilities of Panchayats as institutions of self-government b. Knowledge of Localization of SDGs and LSDG-focused Theme-based GPDP, BPDP & DPDP c. Knowledge of Capacity Building & Training on Panchayats & Rural Development, e-Governance and LSDG-focused Thematic GPDP d. Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal and other Portals of the MoPR, MoRD and other Ministries of Government of India e. Proficiency in writing and speaking English and speaking Hindi
7	Job Description	<ol style="list-style-type: none"> a. To provide all-round support to the Project Team Leader and the Deputy Project Team Leader in Monitoring of the Project interventions under the Project for Creating Model GP Clusters b. To provide support to State Programme Coordinators, Young Fellows, Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the Project GPs on monitoring of institutional strengthening of Gram Panchayats, LSDG-focused Thematic GPDP, and application of Panchayat

		<p>Development Index parameters</p> <p>c. 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 Project</p> <p>d. To develop capacities of Programme Coordinators, Young Fellows and other Project Staff on for effective monitoring of the Project</p> <p>e. To coordinate with expert agencies for effective Project Monitoring at different levels</p> <p>f. To work for prolonged hours to achieve targets of the Project</p> <p>g. To discharge such other responsibilities as may be assigned</p>
8	Age Limit	Not more than 50 years as on 01.04.2024
9	Remuneration	A consolidated amount of Rs.70,000/- (Rupees seventy thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR

4. Project Associate (Project Management)

1	Designation	Project Associate (Project Management)
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	1 (One)
4	Educational Qualification	<p>Essential Master's degree in any discipline from any recognized university</p> <p>Desirable Master's degree in any stream of Social Science from a recognized university</p>
5	Work Experience	<p>Essential At least three years' first-hand experience of having worked on Capacity Building & Training and Participatory Planning in respect of Gram Panchayats at District/State/National level</p> <p>Desirable Experience in development of Learning Materials on the subjects</p>
6	Knowledge and Skills Required	<p>a. knowledge about structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats</p> <p>b. Knowledge about Decentralised Planning, particularly LSDG-focused Thematic GPDP</p> <p>c. Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal and other Portals of the MoPR, MoRD and other Ministries of Government of India</p> <p>d. Skills in office management and official communication.</p> <p>e. Proficiency in writing and speaking English and speaking Hindi</p>
7	Job Description	<p>a. To provide support to the Project Team Leader, the Deputy Project Team Leader and Senior Consultants in PMU in effective management of all programme related activities</p> <p>b. To assist in developing Learning Materials for training of State Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the Project GPs with focus on institutional strengthening and LSDG-focused Thematic GPDP</p>

		<ul style="list-style-type: none"> c. 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 d. To assist in coordinating with State Programme Coordinators, Young Fellows and other Project Staff for effective Project Management e. To assist in managing and monitoring of the Training Programmes under the Project f. To assist in documentation of Good Practices - based on reports, field studies, AV documentation, GPDP documents etc. g. To work for prolonged hours to achieve the targets of the Project h. To discharge such other responsibilities as may be assigned
8	Age Limit	Not more than 40 years as on 01.04.2024
9	Remuneration	A consolidated amount of Rs.40,000/- (Rupees forty thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR

5. Project Associate (Accounts & Administration)

1	Designation	Project Associate (Accounts & Administration)
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	1 (One)
4	Educational Qualification	<u>Essential</u> Bachelor's degree in any discipline from any recognized university <u>Desirable</u> Master's degree in Commerce from any recognized university
5	Work Experience	<u>Essential</u> At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to financial management, maintenance of accounts and administration <u>Desirable</u> Sound experience in computerized financial management and maintenance of accounts & records
6	Knowledge and Skills Required	<ul style="list-style-type: none"> a. Sound knowledge of financial management, accounting procedures and audit compliance, particularly in Government offices b. Skills in computerized financial management and maintenance of accounts & records, particularly in Government environment c. Soft skills including proficiency in MS Office and any Accounting Package d. Proficiency in writing and speaking English and speaking Hindi

7	Job Description	<ul style="list-style-type: none"> a. To perform all functions related to financial management, accounting and audit compliance related to the Project b. To process bills received from the Project Partners, Project Staff and all others concerned and to make them ready for payment by the Accounts Section of NIRDPR c. To coordinate with the Accounts section of NIRDPR for timely payment of salary to the Project Staff, TA bills, preparation of UC etc. d. To maintain records for financial management, accounting and auditing e. To assist in management of the Project office f. To work for prolonged hours to achieve the targets of the Project g. To discharge such other responsibilities as may be assigned
8	Age Limit	Not more than 62 years as on 01.04.2024
9	Remuneration	A consolidated amount of Rs.40,000/- (Rupees forty thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR

General Conditions

1. An application fee of Rs.300/- must be paid by General/OBC/EWS candidates through Pay Fee (SB Collect). No application fee is required for SC/ST/PWD candidates.
2. Candidate seeking exemption of application fee under SC/ST/PWD category shall be required to upload the necessary Caste/PWD category certificate. Otherwise, the application is liable to be rejected.
3. The candidates need to apply through online registration available on the website <http://career.nirdpr.in/>
4. The offered assignment is purely on contract basis and does not envisage any form of regular appointment at NIRDPR in future.
5. The candidates who are not capable of conducting official tour frequently with staying outdoors for moving from one State/UT to another are not suitable for the assignments.
6. Higher pay may be granted to the deserving candidates.
7. In case of retired employees, the remuneration will be regulated as per Government of India, Ministry of Finance OM NO. F.No.3-25/2020-E.IIIA, dt.9.12.2020 issued for regulation of Remuneration in case of Contractual appointment of retired Central Government Employees, i.e., Basic Pay at the time of retirement minus Pension.
8. Age, experience and qualification will be reckoned as on **01.04.2024**. Clear quality attested photostat copies of all important certificates and documents must be uploaded with the online application.
9. Candidates are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the Advertisement.
10. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.

11. The Institute reserves the right to relax any of the requirements i.e. Age, Experience etc. in exceptional cases.
12. Selection of eligible candidates will be done through a fair competitive process. Canvassing in any form will be treated as a disqualification.
13. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection, engagement or posting.
14. Date, time and venue of Written Test and/or Interviews will be communicated to shortlisted candidates only.
15. Only the shortlisted candidates will be called for Written Test and/or Interview as applicable and no TA / DA will be given for attending the Written Test/Interview.
16. 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 Written Test and/or Interview.
17. In case of any inadvertence in the process of selection which may be detected at any stage even after the issue of engagement letter, the Institute reserves the right to modify/withdraw/cancel any communication made with the candidates.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
19. Candidates may regularly visit the website of NIRDPR for further information/updates, if any.
20. Applications received after the due date and time will not be considered.
21. The final results will be communicated to the selected candidates only.
22. The last date for submission of online application is **31.07.2024**
23. If any incumbent, after contractual engagement on successful completion of all the stages of the Recruitment process, submits resignation, she/he will have to serve a notice period of one month with fully satisfactory performance before release.
24. Candidates who have not been shortlisted have the option of representing within 2 days of display of shortlisted candidates on the website, failing which no further claim in this regard will be entertained.