



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

**Advt. no. 59/2022**

**File no.NIRDPR/CPRDPSSD/ProjectStaff/001/Kathiresan/2021-22/PartFile**

**Comp no.13735**

NIRDPR is the country's apex organization for training and research in various aspects of rural development. CPRDP&SSD (Centre for Panchayati Raj, Decentralised Planning and Social Service Delivery) division at NIRDPR is looking for human resources for 17 Posts under the Project "Transforming India by Strengthening Panchayati Raj Institutions through Continuous Training and e-Enablement" (TISPRI) on purely contract basis.

Educational qualifications, experience and remuneration are indicated in the table below:

**1. Senior Consultant & Domain Expert**

1	Designation	Senior Consultant & Domain Expert
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	Two
4	Educational Qualification	<ul style="list-style-type: none"><li>• Master degree in any stream of Social Science with at least 55% marks from any recognized university.</li></ul>
5	Desirable Qualification	<ul style="list-style-type: none"><li>• Specialization in Panchayati Raj/Rural Development matters.</li></ul>
6	Experience	<ul style="list-style-type: none"><li>• At least 25 years' experience of having worked in a senior position in any Government/Rural Local Body/reputed NGO.</li><li>• Competency and experience of having conducted Research/Assessment/Review/ Evaluation in the area of local governance; experience of having handled Government consultancy project in the area of Panchayat Governance/Rural Development; and experience of having handled Capacity Building &amp; Training of Elected Representatives and employees in any Government/Local Body/Private Sector.</li><li>• Out of total experience, minimum 10 years of domain experience (for ex. RD&amp;PR) is necessary/must.</li></ul>
7	Desirable Criteria	<ul style="list-style-type: none"><li>• Skills in planning for and delivering tasks on time with production of quality results to meet established project goals and sound analytical skills.</li><li>• Sound communication skills with proficiency in writing and speaking English and in reading and speaking Hindi.</li><li>• Soft skills including proficiency in MS Office and sound presentation skills.</li><li>• Experience and keenness to undertake extensive travels in remote areas of the country.</li></ul>

8	Job Description	<ul style="list-style-type: none"> <li>• To design and develop standardized Learning Materials on all Panchayat related matters.</li> <li>• To conduct Capacity Building &amp; Training Programmes for Elected Representatives/ Officials/other stakeholders in all subjects related to Panchayat Governance and Rural Development.</li> <li>• To conduct Assessment of Training Needs of Elected Representatives/Officials/other stakeholders to determine the scope of curriculum, content and learning objectives.</li> <li>• To review and analyse the available training modules of NIRDPR/SIRDPRs and suggest revision to ensure adequate content coverage and quality.</li> <li>• To construct reliable and valid test items (objective type/quiz) using a variety of formats for formative and summative evaluation.</li> <li>• To document case studies, best practices and success stories related to Panchayats.</li> <li>• To guide in carrying out Testing &amp; Assessment of the existing resource persons of different training institutions dealing with Panchayati Raj for certification as Master Trainers.</li> <li>• To provide managerial and technical support to the Centre Head for successful implementation of TISPRI and other projects.</li> <li>• To prepare physical &amp; financial Progress Reports on TISPRI and other projects from time to time for submission to higher authorities.</li> <li>• To provide advice, information and guidance to Consultants, Master Resource Persons, Master Assessors, Training Managers and Project Associates/Assistants as may be necessary.</li> <li>• To provide guidance in maintenance of database of Faculty of SIRDPRs/SPRCs/ ETCs/ DPRCs, Master Resource Persons and Master Assessors.</li> <li>• Any other task to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
9	Age Limit	Not exceeding 62 years as on 01/01/2023
10	Remuneration	Rs.1,20,000/- (Rupees one lakh twenty thousand) only per month.

## 2. Consultant

1	Designation	Consultant
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	Two
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master degree in any stream of Social Science with at least 55 % marks from any recognized university.</li> </ul>
5	Desirable Qualification	<ul style="list-style-type: none"> <li>• Specialization in Panchayati Raj/Rural Development matters.</li> </ul>
6	Experience	<ul style="list-style-type: none"> <li>• At least of 10 years' experience of working in a senior position in any Government/Rural Local Body/reputed NGO.</li> </ul>

		<ul style="list-style-type: none"> <li>• Competency and experience of having conducted Research/Assessment/Review/ Evaluation in the area of local governance; experience of having handled Government consultancy project in the area of Panchayat Governance/Rural Development; and experience of having handled Capacity Building &amp; Training of Elected Representatives and employees in any Government/Local Body/Private Sector.</li> </ul>
7	Desirable Criteria	<ul style="list-style-type: none"> <li>• Skills in planning for and delivering tasks on time with production of quality results to meet established project goals and sound analytical skills.</li> <li>• Sound communication skills with proficiency in writing and speaking English and in reading and speaking Hindi.</li> <li>• Soft skills including proficiency in MS Office and sound presentation skills.</li> <li>• Experience and keenness to undertake extensive travels in remote areas of the country.</li> </ul>
8	Job Description	<ul style="list-style-type: none"> <li>• To design and develop standardized Learning Materials on all Panchayat related matters.</li> <li>• To conduct Capacity Building &amp; Training Programmes for Elected Representatives/ Officials/other stakeholders in all subjects related to Panchayat Governance and Rural Development.</li> <li>• To conduct Assessment of Training Needs of Elected Representatives/Officials/other stakeholders to determine the scope of curriculum, content and learning objectives.</li> <li>• To review and analyse the available training modules of NIRDPR/SIRDPRs and suggest revision to ensure adequate content coverage and quality.</li> <li>• To construct reliable and valid test items (objective type/quiz) using a variety of formats for formative and summative evaluation.</li> <li>• To document case studies, best practices and success stories related to Panchayats.</li> <li>• To carry out Testing &amp; Assessment of the existing resource persons of different training institutions of Panchayati Raj for certification as Master Trainers.</li> <li>• To provide managerial and technical support to the Centre Head and the Senior Consultant for successful implementation of TISPRI and other projects.</li> <li>• To prepare physical &amp; financial Progress Reports on TISPRI and other projects from time to time for submission to higher authorities.</li> <li>• To provide advice, information and guidance to Training Managers and Project Associates/ Assistant as may be necessary.</li> <li>• To maintain database of Faculty of SIRDPRs/SPRC/ETCs/DPRCs, Master Resource Persons and Master Assessors.</li> <li>• Any other task to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
9	Age Limit	Not exceeding 50 years as on 01/01/2023.
10	Remuneration	Rs.80,000/- (Rupees eighty thousand)

### 3. Project Training Manager

1	Designation	Project Training Manager
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	Six (UR-05, OBC-01)
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master degree in any stream of Social Science with at least 55 % marks from any recognized university.</li> </ul>
5	Desirable Qualification	<ul style="list-style-type: none"> <li>• Sound knowledge about Panchayati Raj/Rural Development matters.</li> </ul>
6	Experience	<ul style="list-style-type: none"> <li>• At least 5 years' experience of having worked in any Government/Rural Local Body/reputed NGO and 3 years' experience of having handled online &amp; offline Capacity Building &amp; Training of Elected Representatives and employees in any Government/Local Body/Private Sector.</li> </ul>
7	Desirable Criteria	<ul style="list-style-type: none"> <li>• Skills in planning for and delivering tasks on time with production of quality results to meet established project goals and sound analytical skills.</li> <li>• Sound communication skills with proficiency in writing and speaking English and in reading and speaking Hindi.</li> <li>• Soft skills including proficiency in MS Office and presentation skills.</li> <li>• Experience and keenness to undertake extensive travels in remote areas of the country.</li> </ul>
8	Job Description	<ul style="list-style-type: none"> <li>• To manage all kinds of training programmes organised under TISPRI and other projects under CPRDP&amp;SSD.</li> <li>• To assist in conducting Training Needs Assessment of Elected Representatives and functionaries of Panchayats and in determining the scope of the curriculum, content and learning objectives in the area of Panchayat Governance/Rural Development/e-Enablement etc.</li> <li>• To carry out Testing &amp; Assessment of the resource persons of different training institutions dealing with Panchayati Raj for certification as Master Trainers and prepare results.</li> <li>• To develop training modules on relevant subjects under the guidance of faculty members and consultants.</li> <li>• To develop expertise in 2-3 thematic areas of training on Panchayati Raj and act as Resource Person in both on-campus and off-campus training programmes.</li> <li>• To prepare course budget, based on the standard rates fixed by NIRDPR for training programmes.</li> <li>• To maintain training records (e.g. lists of trainees, schedules, attendance sheets, assessment and feedback), upload data in Training Management Portal and preparation of Training Reports.</li> <li>• To provide administrative and logistic support to the faculty/consultants for organising workshops/training programmes.</li> <li>• To document case studies, best practices and success stories related to Panchayats.</li> <li>• Any other task to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
9	Age Limit	Not exceeding 45 years as on 01/01/2023
10	Remuneration	Rs.45,000/- (Rupees forty-five thousand) only per month.

#### 4. Project Assistant

1	Designation	Project Assistant
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Bachelor's degree in any discipline with at least 55 % marks from any recognized university.</li> </ul>
5	Desirable Qualification	<ul style="list-style-type: none"> <li>• Basic knowledge about Panchayati Raj/Rural Development matters.</li> </ul>
6	Experience	<ul style="list-style-type: none"> <li>• At least 5 years' experience of having worked in any Government/Rural Local Body/reputed NGO and hands-on experience in collection, compilation and processing of data as well as preparation of report.</li> </ul>
7	Desirable Criteria	<ul style="list-style-type: none"> <li>• Communication skills in writing and speaking English and in reading and speaking Hindi.</li> <li>• Soft skills including proficiency in MS Office including data entry and maintenance of data.</li> <li>• Basic knowledge about management and maintenance of financial records.</li> </ul>
8	Job Description	<ul style="list-style-type: none"> <li>• To provide secretarial support to the faculty members and consultants in developing learning materials / training modules and in management of training programmes under TISPRI and other projects of the CPRDP&amp;SSD.</li> <li>• To assist in preparation of course budget, based on the standard rates fixed by NIRDPR for training programmes.</li> <li>• To assist in maintaining training records (e.g. lists of trainees, schedules, attendance sheets, assessment and feedback), uploading data in Training Management Portal and preparation of Training Reports.</li> <li>• To provide administrative and logistic support to the faculty/consultants in implementation of project activities and organising workshops/training programmes.</li> <li>• To prepare agenda notes for all the meetings under TISPRI and other projects, record the minutes of decisions taken and to assist in taking follow-up actions.</li> <li>• To maintain files/records relating to project activities and prepare periodic progress reports on each component of the project.</li> <li>• To prepare and process monthly salary bills and other claims of the project staff under the CPRDP&amp;SSD.</li> <li>• To upload Assessment Results of MRPs on TMP duly obtaining the result sheets from the concerned Training Managers.</li> <li>• Any other task to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
9	Age Limit	Not exceeding 40 years as on 01/01/2023
10	Remuneration	Rs.30,000/- (Rupees thirty thousand) only per month.

## 5. Producer (Films/Documentaries/Videos)

1	Designation	Producer (Films/Documentaries/Videos)
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master Degree in any discipline with at least 55% marks from a recognized university.</li> <li>• Diploma/Certificate in Films/ Media/ Management/ Production.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• At least 5 years' experience directly related to the specified jobs.</li> <li>• Experience of having successfully released at least 10 movies, documentaries, short films etc.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Sound knowledge and skills about film/video production processes and technologies.</li> <li>• Ability to tell the story in a creative manner, to plan and execute activities for film/ video/documentary production including finding and booking venues.</li> <li>• Sound understanding about the requirements of production of films/videos/documentaries.</li> <li>• Ability to control budget and produce the finished output within the budget and in time.</li> <li>• Skills in planning for and delivering tasks on time with production of quality results to meet established project goals and sound analytical skills.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To coordinate with subject matter expert and discuss on the approach for the video/film production.</li> <li>• To coordinate with the Instructional Designer in the creation and refinement of scripts, project concepts and story boards etc.</li> <li>• To supervise the progress of any project from pre-production to post-production.</li> <li>• To direct cameramen, set designers, actors and support staff.</li> <li>• To work with videographer/editors, oversee project finalization and production of the films/ videos by using artistic elements to communicate the information, selecting appropriate camera, audio and lighting equipment, supervising voice-over, photographers etc. in the film/video- making process.</li> <li>• To control budget and produce the finished output within the budget and in time.</li> <li>• To discharge all other responsibilities in production of the final output i.e. the films/videos/ documentaries.</li> <li>• To plan and execute activities related to publicity of the films, videos/documentaries.</li> <li>• To oversee maintenance of stock of equipment, raw materials and final products.</li> <li>• Any other task in the related field to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
8	Age Limit	Not exceeding 50 years as on 01/01/2023
9	Remuneration	Rs.90,000/- (Rupees ninety thousand) only per month.

## 6. Producer (e-Learning)

1	Designation	Producer (e-Learning)
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master Degree in any discipline with at least 55% marks from a recognized university.</li> <li>• Diploma in e-Learning Production.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• Minimum 5 years' experience directly related to the specified jobs.</li> <li>• Experience of having successfully released at least 10 e-Learning courses.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Sound understanding about the requirements of production of films/documentaries.</li> <li>• Sound knowledge and skills about film/video production processes and technologies including preparation of production schedules; use of artistic elements to communicate the information; selection of appropriate camera, audio and lighting equipment; supervision of voice-over, photographers etc. in the video-making process; control of budget and production of the finished output within the budget and in time.</li> <li>• Sound experience in screen casting tools like Camtasia or open-source applications, voice recording and editing tools like Audacity and animation video makers etc.</li> <li>• Ability to tell the story in a creative manner, to plan and execute activities for film/video production including finding and booking venues.</li> <li>• Skills in planning for and delivering tasks on time with production of quality results to meet established project goals and sound analytical skills.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To develop and design learning materials, review training content and apply current technology in developing e-Learning materials.</li> <li>• To coordinate with subject matter experts and discuss on the approach for developing e-learning videos/films.</li> <li>• To coordinate with the Instructional Designer in the creation and refinement of scripts, project concepts, story boards etc.</li> <li>• To utilize knowledge of LMS capabilities to recommend delivery strategies that yield a rich, meaningful, and dynamic end-user experience.</li> <li>• To utilize LMS reporting capabilities and developing custom reports to assist with planning and managing the training and development initiatives of NIRDPR.</li> <li>• To supervise the progress of the project from pre-production to post-production.</li> <li>• To discharge all other responsibilities in production of the final output i.e. the e-Learning materials.</li> <li>• To plan and execute activities related to utilization of the e-Learning materials.</li> <li>• To oversee maintenance of stock of equipment, raw materials and final products.</li> <li>• Any other task in the related field to be assigned from time to time.</li> </ul>

		<ul style="list-style-type: none"> <li>• Capacity to work for prolonged hours.</li> </ul>
8	Age Limit	Not exceeding 50 years as on 01/01/2023
9	Remuneration	Rs.90,000/- (Rupees ninety thousand) only per month.

## 7. Instructional Designer

1	Designation	Instructional Designer
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Bachelor's Degree in any discipline with minimum 55% marks from a recognized university.</li> <li>• Degree/Diploma in Instructional Designing course or a related field of study from an accredited institution of repute.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• At least 5 years' experience directly related to the specified jobs including sound knowledge of video production and video editing.</li> <li>• Experience of having successfully released at least 10 e-Learning courses.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Understanding about how to apply authoring tools/virtual reality tools to learning content and collaborate with visual designers.</li> <li>• Prompt response to changes in work priorities and/or unexpected circumstances or situations.</li> <li>• Skills in planning for and delivering tasks on time with production of quality results to meet established project goals and sound analytical skills.</li> <li>• Excellent oral and written communication, computer proficiency and sound analytical skills.</li> <li>• Skills in planning for and delivering tasks on time with production of quality results to meet established project goals and sound analytical skills.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To design a variety of instructional materials for instructor led courses for online programmes, web-based learning aids and other programmes as needed.</li> <li>• To create learner-centric and interactive story boards for e-Learning modules for a variety of learners in the Rural Development sector.</li> <li>• To draft learning objectives precisely for all e-Learning modules using Bloom's Taxonomy or NSQF Guidelines.</li> <li>• To collaborate/assist in organising professional development workshops and symposia, with regard to technology-enhanced instructions e.g. virtual reality/augmented reality/Metaverse etc.</li> <li>• To coordinate with subject matter experts and discuss on the approach and need for instructional designing.</li> <li>• To discharge all other responsibilities in delivering the outputs.</li> <li>• Any other task in the related field to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
8	Age Limit	Not exceeding 50 years as on 01/01/2023



9	Remuneration	Rs.90,000/- (Rupees ninety thousand) only per month.
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## 8. Video Editor

1	Designation	Video Editor
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Bachelor's Degree in any discipline with minimum 55% marks from a recognized university.</li> <li>• Diploma in video editing course from any recognized institution.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• At least 5 years' experience of having been directly associated with the specified duties and responsibilities.</li> <li>• Sound knowledge of professional video editing Software like Adobe Premiere Pro CC, Final Cut Pro etc.</li> <li>• Knowledge of video editing equipment, including digital video effects units, video switching equipment and computer editing systems.</li> <li>• Professional audio and/or video tape editing and post-production procedures, techniques, and standards.</li> <li>• Sound knowledge of motion graphics/info graphics/creating animation/creating logos and signature tunes.</li> <li>• Experience of editing at least 10 films related to documentary, video lectures, interviews, case studies and interactive modules.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Working with strict project timeline, as per the requirements of the Centre.</li> <li>• Competencies/attainment of Technical Standards as follow - video format: Full HD 1920x1080 pixels/ MPEG-4 AVC Compression; video frame to maintain 6-8% headroom and videos aspect ratio should be of 16:9; audio channel to have mixed audio track; all graphs and diagrams must have clear font; video quality and audio levels should be constantly monitored while recording; voice modulation be taken care of and the voice should remain same throughout the video as in a classroom situation; when using hyperlinks, maintenance of a clear difference between links and regular text; for embedded multimedia, controls should be visible and easily accessible; to ensure all editing cuts, changes and additions appear seamless and natural and help the story flow more effectively in the finished product.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• Editing the raw video footages and developing into a professional quality product as per the requirements of the institution, including documentary films, snippets, video lectures, interviews, case studies and interactive modules.</li> <li>• Integration of voice-over and sub-titling in English and all Indian languages as required.</li> <li>• Re-ordering and fine-tuning the content to ensure the logical sequencing and smooth running of the film/video.</li> <li>• To combine visual footage with audio sound effects, dialogue, ambient sound and a musical soundtrack to</li> </ul>

		<p>create effective and engaging learning experience.</p> <ul style="list-style-type: none"> <li>• To edit footage into timelines and cut time out of certain shots to create a more impactful story for the audience.</li> <li>• To finalize technical aspects such as correcting faulty footage, grading and colorings and adding special effects.</li> <li>• To evaluate edited footage to make sure it matches with the story board / voice overs.</li> <li>• To create sound effects by recording specific audio clips or choose audio effects from a database of sounds to include in the final product.</li> <li>• Any other task in the related field to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
8	Age Limit	Not exceeding 45 years as on 01/01/2023
9	Remuneration	Rs.50,000/- (Rupees fifty thousand) only per month.

## 9. Videographer

1	Designation	Videographer
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Bachelor's Degree in any discipline with minimum 55% marks from a recognized university.</li> <li>• Three years' Diploma in Motion Picture Photography/Cinematography/Videography from a recognized institution.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• Five years of experience in handling professional film camera/studio camera/video camcorder/movie camera along with experience in documentary film shooting including sound knowledge of video production and video editing.</li> <li>• Working knowledge with camera equipment (digital cameras, video recording cameras), lighting equipment (spotlights, handheld lights), audio equipment (microphones) etc.</li> <li>• Experience of maintaining troubleshoot and perform minor repairs to the audio, video and lighting equipment.</li> <li>• Skills of recording with high quality (1920 x 1080) video and noise-free audio of excellent quality.</li> <li>• Skills to ensure that all the videos have 16:9 Aspect Ratio (widescreen) and video quality and audio levels (in 0 db) should be constantly monitored while recording.</li> </ul>
6	Job Description	<ul style="list-style-type: none"> <li>• To operate high end HD Video Cameras in the Studio/ Conference Hall or at field for digital recording of Video Documentaries / Video Lectures/ Interviews /Live Recording of Conference Proceedings.</li> <li>• To record with high quality video and noise-free audio of excellent quality.</li> <li>• To transport, set-up, and operate audio and lighting production equipment, as per prescribed standards and specifications.</li> <li>• Computer skills to work with video editing software for compressing the raw footage into compressed format.</li> <li>• Ability to effectively manage time and production</li> </ul>

		<p>schedules.</p> <ul style="list-style-type: none"> <li>• Ability to perform job-related miscellaneous duties as assigned.</li> <li>• Any other task in the related field to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
7	Age Limit	Not exceeding 40 years as on 01/01/2023
8	Remuneration	Rs.55,000/- (Rupees fifty-five thousand) only per month.

## **10. Media & Communication Expert**

1	Designation	Media & Communication Expert
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master degree in Humanities/Mass Communication/Journalism/Management with 55 % marks from a recognized university.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• At least 10 years' of domain experience of having worked on social media platforms/managing social media presence for client organizations.</li> <li>• Experience in conducting research, reviews, evaluations etc. in local government system.</li> <li>• 'Accredited specialization in Panchayati Raj/Rural Development Studies/Media &amp; Publicity/Digital Marketing</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Excellent oral and written communication, computer proficiency, sound analytical and Project Management skills.</li> <li>• Experience of working with popular social media advertising platforms and social media monitoring tools.</li> <li>• Experience with website analysis using a variety of analytics tools.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• Effective management of Social Media division and strengthening of web presence of MoPR and NIRDPR across Facebook, Twitter, Instagram, YouTube and other platforms for reaching out to Panchayats.</li> <li>• To find new and exciting ways to engage with the Elected Representatives and functionaries of Panchayats via social media channels to drive awareness and conversation on Panchayat Governance and Sustainable Rural Development.</li> <li>• To collaborate and maintain close relationships with cross-functional teams to maximize the impact of social media efforts by ensuring alignment in communications across channels.</li> <li>• To liaise closely with MoPR, State Panchayati Raj Departments, NIRDPR and SIRDPRs to obtain inputs to plan and execute social media campaigns of MoPR.</li> <li>• To constantly improve the processes to maintain a high-bar on designing and executing IEC activities of MoPR and NIRDPR including stakeholder interactions for visible impact.</li> <li>• To liaise and work closely with platform partners to ensure that the campaign is adopting the latest product</li> </ul>

		<p>features and best practices.</p> <ul style="list-style-type: none"> <li>• Any other task in the related field to be assigned from time to time.</li> <li>• Capacity to work for prolonged hours.</li> </ul>
8	Age Limit	Not exceeding 50 years as on 01/01/2023
9	Remuneration	Rs.1.25,000/- (Rupees one lakh twenty-five thousand) only per month.

**General Conditions:**

1. An application fee of Rs.300/- should be paid by General/OBC/EWS candidates through **Pay Fee (SB Collect)**. No application fee for SC/ST/PWD candidates.
2. Candidate seeking exemption of application fee under SC/ST/PWD category shall require to upload the necessary Caste/PWD category certificate. Otherwise the application is liable to be rejected.
3. The candidates should apply through online registration available on the website <http://career.nirdpr.in/>
4. The project personnel require extensive travel in remote areas of India.
5. Higher pay may be granted to the deserving candidates.
6. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRDPR in future.
7. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.
8. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
9. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
10. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
11. Canvassing in any form will be treated as disqualification.
12. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
13. The selection will be at NIRDPR, Rajendranagar, Hyderabad.
14. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.
15. Only the shortlisted candidates will be called for written test/interview or both 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/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 to 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 for further information/ updates, if any.
20. The final results shall be communicated to the selected candidates only through email.
21. Last date for submission of online application is **30.01.2023**. (within 15 days from the date of publication of the advertisement)

Sd/-  
Assistant Director  
Administration (Section –I)