



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

The National Institute of Rural Development and Panchayati Raj (NIRDPR) proposes to engage the services of suitable candidates on temporary basis on contract for the project post of **Coordinator(s), Communication Resource Unit (CRU)** for the UNICEF Project on **“Institutional Mechanisms for Strategic Communications in Governments”** on project mode for a period of 1 year. The details of the project consolidated remuneration, qualifications, experience, age, etc., are as follows

### 1. Administrative Assistant

<b>Name of the Position</b>	<b>Administrative Assistant</b>
<b>Salary</b>	Rs.36,300/- per month
<b>Reports to</b>	Head – Communication Resource Unit (CRU), NIRDPR
<b>Duration</b>	July 2021 to June 2022
<b>Purpose &amp; Key Responsibilities</b>	
<ul style="list-style-type: none"><li>• Manage reception and answer phone inquiries Reply to general information requests with the accurate information Sort incoming mail, faxes, and courier deliveries for distribution</li><li>• Responsible for office administration Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents</li><li>• Purchase, receive and store the office supplies ensuring that basic supplies are always available</li><li>• Assist with financial management in preparation of invoices and financial statements; Process accounts payable/receivable ensuring timeliness and accuracy of information; Prepare accurate bank reconciliations and deposits; Administer petty cash according to established procedures; Assist with financial reports as required; Use computer software to prepare invoices and financial statements</li></ul>	
<b>Qualifications &amp; Skills</b>	
<p style="text-align: center;"><b><u>Essential</u></b></p> <ul style="list-style-type: none"><li>• Degree with diploma in computers</li><li>• Proficiency in the use of computer programs for: Word processing, Databases, Spreadsheets, Bookkeeping, E-mail, Internet; Proficiency in the use of office equipment: Computer, Voice messaging systems, Fax, Photo copier</li></ul> <p style="text-align: center;"><b><u>Desirable</u></b></p> <ul style="list-style-type: none"><li>• Good communication, writing and drafting skills required.</li></ul>	
<b>Experience</b>	
<ul style="list-style-type: none"><li>• 5 years of experience in office administration</li><li>• Fluency in English, Telugu, and Kannada</li></ul>	

**The candidates are advised to go through the advertisement thoroughly before applying.**

Qualified and interested candidates should apply online through NIRD&PR Website: [www.nirdpr.org.in](http://www.nirdpr.org.in).

**General conditions:**

- This project assignment is purely temporary, co-terminus and does not entail any kind of regular appointment in NIRD&PR in future
- The Institute may shortlist the candidates as may be necessary
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases
- Number and duration of the position indicated in the advertisement may vary, depending upon the requirement

The **last date for submitting applications online is 23<sup>rd</sup> July,2021.** Applications received after the due date and time will not be considered.

The shortlisted candidates will be informed about the date, time, and venue of the Interview.

**Head  
CRU -NIRDPR**