



National Institute of Rural Development and Panchayati Raj Rajendranagar, Hyderabad - 500030

WALK IN INTERVIEW ON 05.10.2026

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National Institute of Rural Development and Panchayati Raj is a premier Institute of National and International repute in the areas of capacity-building and research in the realm of Rural Development and related aspects. NIRDPR invites online applications from qualified and experienced persons for its Project on 'Mainstreaming Child Rights in Rural Governance – Integrating Child-centric approaches in NIRDPR Trainings', being implemented in partnership with Child Rights & You (CRY) organization, for the following positions on a short term contract basis.

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

1. Lead Coordinator:

1.	Designation	Lead Coordinator
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	1
4.	Duration	3 months (further extendable to one year subject to project sanction, performance and approvals of the Competent Authority)
5.	Educational Qualification	Postgraduate degree in Social Work / Rural Development / Rural Management / Development Studies / Social Sciences / Communication for Development, or a related field.
6.	Experience	• Minimum 8 years of relevant professional experience in development sector programming. • At least 5 years of experience in project coordination or programme management involving research, training, monitoring, documentation and stakeholder coordination. • Demonstrated understanding of child rights, child protection, Panchayati Raj Institutions, rural development, community participation and Government systems. • Experience in coordinating multi-stakeholder projects with central/state Government departments, academic/training institutions, NGOs or donor-supported programmes. • Experience in organizing trainings, workshops, consultations, field research or capacity - building programmes.
7.	Desirable	• Prior experience with child rights, child protection, Mission Vatsalya, ICDS, nutrition, education, gender or Panchayat governance programmes. • Experience working with SIRDs/ETCs, Panchayati Raj

		Institutions, district administration or Government training systems. • Familiarity with Social and Behaviour Change, community engagement, participatory research or interpersonal communication approaches. • Experience in donor-funded projects, financial tracking and compliance documentation. • Ability to work in multilingual, multicultural field contexts, multi-disciplinary teams. • Knowledge of Telugu, Hindi and/or any other project-state language will be an added advantage.
8.	Skills	• Strong project management and coordination skills. • Strong documentation, reporting, analytical and communication skills. • Ability to manage multiple activities, deadlines and stakeholders simultaneously. • Facilitation and training coordination skills. • Financial and administrative coordination ability. • Proficiency in MS Office and digital documentation tools. • Willingness to travel to project locations. • Ability to work independently while maintaining close coordination with the project team.
9..	Purpose & Key Responsibilities	The Lead Coordinator will be responsible for overall project coordination and day-to-day management of the CRY-NIRD&PR project. The position will ensure timely implementation of research, training, pilot, documentation, reporting, finance and administrative activities in accordance with the approved proposal, work-plans, budget and reporting requirements. A. Project Planning and Coordination • Prepare and update detailed activity-wise work-plans and implementation frameworks. • Track progress of all project components, including research, training, and pilot roll-out. • Ensure that all activities are implemented in alignment with the approved project objectives, deliverables, timelines and budget. • Coordinate with CRY, NIRD&PR faculty, State / District officials, SIRDs / ETCs, resource persons, consultants and field teams for smooth implementation. • Organize regular internal review meetings and prepare minutes, action points and follow-up notes. B. Research Coordination • Coordinate planning and implementation of research across selected areas. • Support development and finalization of research tools, field protocols, respondent lists and state/district coordination plans. • Coordinate with research teams for field visits, KIs, FGDs, participatory exercises, documentation and data consolidation. • Monitor quality and completeness of field data, transcripts, field notes and district-wise evidence. • Support preparation of the research synthesis report, policy notes and training design inputs.

		C. Training and Capacity Building Coordination • Coordinate all project-supported training programmes • Support development, adaptation and finalization of training modules, session plans, PPTs, handouts, group work formats and pre / post-test tools. • Liaise with faculty, resource persons, participants and administrative teams for approvals, nominations, logistics and smooth conduct of trainings. • Prepare high-quality training reports and submit them as per agreed timelines. D. Monitoring, Documentation and Reporting • Develop and maintain a project monitoring tracker covering activities, outputs, indicators, timelines, budgets and deliverables. • Prepare monthly / quarterly progress reports, activity reports, field visit notes, training reports and donor-facing updates. • Document learning, challenges, field stories, case studied, good practices, process notes, participant feedback and testimonials. • Maintain a repository of project documents, photographs, and attendance sheets, IEC / SBC materials, training resources, reports and correspondence. • Support preparation of final project completion report and dissemination material. E. Finance, Administration and Compliance • Support preparation of activity budgets, cost estimates, fund requirements and financial tracking sheets. • Coordinate with NIRD&PR finance and administration teams for approvals, advances, settlements, vendor payments, travel claims and honorarium processing. • Follow all the institutional financial procedures. • Maintain activity-wise financial documentation and supporting records • Track utilization against budget heads and flag deviations or savings in time. • Support procurement and logistics for trainings, workshops, field visits and pilot activities as per institutional norms. F. Stakeholder Management and Communication • Serve as the operational coordination point between NIRD&PR, CRY, Government stakeholders, field teams and consultants. • Maintain regular communication with project partners and ensure timely sharing of updates, schedules, documents and reports. • Support Government liaison for permissions, nominations, field coordination and participation in project activities. • Develop TORs for tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc.
10.	Age Limit	Below 55 years
11.	Remuneration	Rs.1,00,000/- per month (consolidated)
12.	Date of Joining	Immediate

2. Project Assistant (Admin cum Finance):

1.	Designation	Project Assistant (Admin cum Finance)
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	1
4.	Duration	3 months (further extendable to one year subject to project sanction, performance and approvals of the Competent Authority)
5.	Educational Qualification	Any Graduation from a recognized university
6.	Experience	• 0-2 years of relevant experience in project / administration / finance assistance; • Proficiency in the use of computer programs for: Ms Office, Book keeping, E-mail, Internet; • Proficiency in the use of office equipment: Computer, Voice messaging systems.
7.	Desirable	• Good communication, writing and drafting skills required; • Knowledge of working in research projects.
8.	Purpose & Key Responsibilities	• Data collection and drafting research reports • Manage email, reply to general information requests with the accurate information, sort incoming mail, faxes, and courier deliveries for distribution; • Responsible for office administration, use computer, word processing, spreadsheet, and database software to prepare reports, memos, and documents; • Purchase, receive and store the office supplies ensuring availability of basic supplies; • Assist the Coordinator and the Centre Head in all administrative matters; • Assist with financial management in preparation of invoices and financial statements; • Process accounts payable / receivable ensuring timeliness and accuracy of information; • Administer petty cash according to established procedures; • Assist with financial reports as per donor formats; • Coordinate with NIRD&PR Administration and Finance sections.
9.	Age Limit	Maximum 35 years
10.	Remuneration	Rs.35,000/- per month (consolidated)

General Conditions:

1. This assignment is purely on contract basis and does not envisage any kind of regular appointment in NIRDPR in future.
2. The Institute may hold the right to cancel the recruitment process due to lack of eligible applicants / administrative reasons.
3. The candidate should produce the experience certificate in proper format during

verification. It must have details of the employer, duration of employment (including date of joining & relieving, and breaks if any), the position/s held, nature of appointment (regular/contractual/part-time/internship), name, designation and seal of issuing authority, and any other relevant information. No other documents, such as Offer letters, pay slips, contract extension letters, etc., will be treated as experience letter.

4. Age, experience and qualification will be reckoned as on the date of this notification.
5. Number and duration of the position indicated in the advertisement may vary, depending upon the requirement.
6. Canvassing in any form will be treated as disqualification.
7. No TA/DA will be paid for attending the interview.
8. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
9. The Institute reserves the right to relax any of the requirements i.e. age, experience etc. in exceptional cases.
10. The Institute also reserves the right to cancel the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.
11. The candidates are supposed to bring their pass port size photo along with a copy of their resume, one copy of educational and experience certificates for submission.
12. The candidates are also requested to bring their original educational and experience certificates for verification at the time of interview.
13. The walk-in interview will be held on 05.10.2026. Candidates shall report by 09:30 AM at NIRDPR Vikas Auditorium, Rajendranagar, Hyderabad – 500030. Certificate verification will be completed by 11:30 AM, followed by the selection process. The selection shall be conducted in accordance with the General Guidelines, as follows:
 - **Lead Coordinator:** 15-minute presentation followed by an interview.
 - **Project Assistant (Admin cum Finance):** Written test followed by an interview.Candidates shall ensure that they fulfil the prescribed essential qualifications and experience before appearing for the selection process. Only candidates meeting the prescribed eligibility criteria shall be permitted to participate in the selection process.

Sd/-
Assistant Director
Administration (Section –I)