



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

Advt.No.31/2025

File no. NIRDPR/DDU-GKY/NRO/070/HR/2018-19-Part(1)

Comp no. 8836

National Institute of Rural Development and Panchayati Raj (NIRDPR) an autonomous organization under the Ministry of Rural Development (MoRD), Govt. of India proposes to engage the services of suitable candidates for various positions on contract basis under the Project Management Agency (PMA) of the National Resource Organization (NRO), MoRD. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), NIRDPR invites online applications for below mentioned contractual Positions to be placed in MoRD, New Delhi:

**1. Project Manager**

1.	Designation	Project Manager
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Terms and Location	<ul style="list-style-type: none"><li>• The duration of the contract period will be up to 31.03.2026 and may be extended subject to the extension of the Scheme.</li><li>• In case of extension of the scheme beyond 31.03.2026, the contract tenure is extendable on mutual agreement (in case there is no service break after completion of one year service).</li><li>• Such extension may be given maximum for a continuous period of 3 years from the date of joining to the post and this is subject to condition that she/he has scored minimum 93 out of 100. Thereafter, the post will be filled in on 'fresh advertisement' basis.</li><li>• The Project Manager will be posted in the Office of DoRD in New Delhi, but he can be posted outside also as and when required.</li><li>• She/He has to travel all over the country in States as and when required.</li></ul>
5.	Educational Qualification	<ul style="list-style-type: none"><li>• Post Graduate in any discipline preferably in Business Administration/ Social Sciences/ Developmental Economics/ Rural Development/Management / Development Studies / Social Work.</li></ul>
6.	Experience	<ul style="list-style-type: none"><li>• A minimum 18 years (after completing Post Graduation Degree) of proven and professional experience with at least 5 years in the leadership / managerial role in social/rural/educational/ skill projects of the Government of India and/or with the International Organizations.</li><li>• Preference will be given for field experience for implementation of schemes of rural development under the Central Government and the State Government.</li></ul>

7.	Skills and Competencies	<ul style="list-style-type: none"> <li>• Natural leader, self-driven, self-motivated with an entrepreneurial ability to drive the organization.</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 personal commitment.</li> <li>• Strong written and oral communication skills.</li> <li>• High level of numeracy and high level4proficiency 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>
8.	Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Coordination with all stakeholder of the DDU-GKY and provide support in implementation of the schemes as per the prescribed norms.</li> <li>• Ensuring the effective functioning and updation of various information of/on Integrated portal and related IT Applications as per the prescribed norms.</li> <li>• Analysis of data for making various reports, presentations and inputs, as and when required.</li> <li>• Keep the track of various updation by M/o Skill Development and Entrepreneurship, which are effecting the norms/policies of DDU-GKY and inform to reporting officer.</li> <li>• Provide support / assistance to concerned officials of division with regard to thematic areas.</li> <li>• Updation of Scheme Guidelines, SOPs and issuance the notifications based on the inputs/analysis of various stakeholders.</li> <li>• Visit to states for providing on-site support on various thematic areas, inspection of training centres.</li> <li>• Coordination with various departments / divisions / agencies of M/o Skill Development and Entrepreneurship.</li> <li>• Coordination with various stakeholders for industry tie-ups, Job Melas and ensure the achievement of placement target at States and National levels.</li> <li>• Identify implementation bottlenecks and suggest course corrections needed, at State, CTSA, MoRD and PIA level to improve outcomes</li> <li>• Propagate MoRD's future strategy, policy and sector choices</li> <li>• Identify best practices related to DDU-GKY across States and bring to the notice of the Rural Skill Division, DoRD through submission of a note to the reporting officer.</li> <li>• Close monitoring of the effective implementation of the Scheme and submission of reports regarding progress of the DDU-GKY on Fortnightly, Monthly and Quarterly basis to the Department with suggestions for improvement, if any.</li> <li>• Conducting Capacity Development programs / workshops of state officials and IEC.</li> <li>• ICT, MIS &amp; BPO Support</li> <li>• Any other works as will be assigned by the DoRD from time to time.</li> </ul>
9.	Age Limit	Maximum 50 years

10.	Remuneration	<p>(i) Initially Consolidated remuneration for this position will be restricted to 1,50,000/- Per Month.</p> <p>There will be a provision of annual increment @ 2% to 5%, based on the score of performance appraisal, as per the following structure:</p> <ul style="list-style-type: none"> <li>• 5% on Score of 99–100%</li> <li>• 4% on Score of 97–98.99%</li> <li>• 3% on Score of 95–96.99%</li> <li>• 2% on Score of 93–94.99%</li> </ul> <p>(ii) No annual increment if the score is less than 93%.</p> <p>(iii) Consolidated remuneration will have upper cap of Rs.2,00,000/- Per Month.</p>
11.	Reporting	<ul style="list-style-type: none"> <li>• The Project Manager will report to the Under Secretary (Skills)/Section Officer (Skills) dealing with the DDU-GKY Scheme and work under the overall supervision of the Joint Secretary (Rural Skills), Department of Rural Development (DoRD), Ministry of Rural Development (MoRD), Government of India.</li> <li>• Keep coordination with the NRO but will work under the overall supervision of the DoRD, MoRD, Government of India.</li> </ul>

## 2. Assistant Project Manager

1.	Designation	Assistant Project Manager
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	Two
4.	Terms and Location	<ul style="list-style-type: none"> <li>• The duration of the contract period will be up to 31.03.2026 and may be extended subject to the extension of the Scheme.</li> <li>• In case of extension of the scheme beyond 31.03.2026, the contract tenure is extendable on mutual agreement (in case there is no service break after completion of one year service).</li> <li>• Such extension may be given maximum for a continuous period of 3 years from the date of joining to the post. Thereafter, the post will be filled in on 'fresh advertisement' basis.</li> <li>• The Project Manager will be posted in the Office of DoRD in New Delhi, but he can be posted outside also as and when required.</li> <li>• She/He has to travel all over the country in States as and when required.</li> </ul>
5.	Educational Qualification	<ul style="list-style-type: none"> <li>• Post Graduate in any discipline preferably in Business Administration/ Social Sciences/ Developmental Economics/ Rural Development/ Management / Development Studies / Social Work.</li> </ul>
6.	Experience	<ul style="list-style-type: none"> <li>• A minimum 12 years (after completing Post Graduation Degree) of proven and professional experience with at least 5 years in the leadership / managerial role in social/ rural/educational/skill projects of the Government of India and/or with the International Organizations.</li> <li>• Preference will be given for field experience for implementation of schemes of rural development under the Central Government and the State Government.</li> </ul>

7.	Skills and Competencies	<ul style="list-style-type: none"> <li>• Natural leader, self-driven, self-motivated with an entrepreneurial ability to drive the organization</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-</li> <li>• GKY eco system</li> <li>• Ability to work under pressure and tight deadlines</li> <li>• Unimpeachable integrity and strong work ethics and personal commitment f) 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. h) Gender sensitivity</li> <li>• Ability to understand and consistently apply organizational policies and procedures in work</li> <li>• Willingness to travel.</li> </ul>
8.	Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Coordination with all stakeholder of the DDU-GKY and provide support in implementation of the schemes as per the prescribed norms.</li> <li>• Ensuring the effective functioning and updation of various information of/on Integrated portal and related IT Applications as per the prescribed norms.</li> <li>• Analysis of data for making various reports, presentations and inputs, as and when required.</li> <li>• Keep the track of various updation by M/o Skill Development and Entrepreneurship, which are effecting the norms/policies of DDU-GKY and inform to reporting officer.</li> <li>• Handling thematic areas, as assigned.</li> <li>• Coordination and handling matters with/of States as Single point of Contact (State SPoC).</li> <li>• Visit to states for providing on-site support on various thematic areas, inspection of training centers.</li> <li>• Coordination with various stakeholders for industry tie-ups, Job Melas and ensure the achievement of placement target at States and National levels.</li> <li>• Conducting Capacity Development programs / workshops of state officials and IEC. ICT, MIS &amp; BPO Support</li> <li>• Identify best practices related to DDU-GKY across States and bring to the notice of the Rural Skill Division, DoRD through submission of a note to the reporting officer.</li> <li>• Close monitoring of the effective implementation of the Scheme and submission of reports regarding progress of the Scheme on Fortnightly, Monthly and Quarterly basis to the Department with suggestions for improvement, if any.</li> <li>• Any other works as will be assigned by the DoRD from time to time.</li> </ul>
9.	Age Limit	Maximum 50 years
10.	Remuneration	<p>(i) Initially Consolidated remuneration for this position will be restricted to 1,20,000/- Per Month. There will be a provision of annual increment @ 2% to 5%, based on the score of performance appraisal, as per the following structure:</p> <ul style="list-style-type: none"> <li>• 5% on Score of 99–100%</li> <li>• 4% on Score of 97–98.99%</li> <li>• 3% on Score of 95–96.99%</li> <li>• 2% on Score of 93–94.99%</li> </ul> <p>(ii) No annual increment if the score is less than 93%.</p> <p>(iii) Consolidated remuneration will have upper cap of Rs.1,60,000/- Per Month.</p>

11.	Reporting	<ul style="list-style-type: none"> <li>• The Assistant Project Manager will report to the Under Secretary(Skills)/SO(Skills) dealing with the DDU-GKY Scheme and work under the overall supervision of the Joint Secretary (Rural Skills), Department of Rural Development (DoRD), Ministry of Rural Development (MoRD), Government of India.</li> <li>• Keep coordination with the NRO but will work under the overall supervision of the DoRD, MoRD, Government of India.</li> </ul>
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### 3. **Thematic Expert (MIS)**

1.	Designation	Thematic Expert (MIS)
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Terms and Location	<ul style="list-style-type: none"> <li>• The duration of the contract period will be up to 31.03.2026 and may be extended subject to the extension of the Scheme.</li> <li>• In case of extension of the scheme beyond 31.03.2026, the contract tenure is extendable on mutual agreement (in case there is no service break after completion of one year service).</li> <li>• Such extension may be given maximum for a continuous period of 3 years from the date of joining to the post and this is subject to condition that he has scored minimum 93 out of 100. Thereafter, the post be filled in on 'fresh advertisement' basis.</li> <li>• The Project Manager will be posted in the Office of DoRD in New Delhi, but he can be posted outside also as and when required.</li> <li>• She/He has to travel all over the country in States as and when required.</li> </ul>
5.	Educational Qualification	<ul style="list-style-type: none"> <li>• 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</li> </ul>
6.	Experience	<ul style="list-style-type: none"> <li>• 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</li> <li>• Hands-on experience in using at least one RDBMS – SQL Server, Oracle, MySQL, etc.</li> <li>• Should have working experience in programming, designing MIS for large government projects or organizations</li> <li>• Experience in open source platforms, Data analytics and visualization</li> </ul>
7.	Skills and Competencies	<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 personal commitment</li> <li>• Strong written and oral communication skills</li> <li>• High level of numeracy and high level proficiency in software applications</li> <li>• Gender sensitivity</li> <li>• Ability to understand and consistently apply organizational policies and procedures in work j) Willingness to travel.</li> </ul>

8.	Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Institutionalize MIS collation by states, PIAs and CTSA</li> <li>• Train and capacitate NMMU as well as states in timely and accurate MIS provision</li> <li>• Systematize &amp; Institutionalize Reporting, Analysis and Decision Support across the Ecosystems, including rating and grading of PIAs, States, CTSA and program performance d) Review and provide functional and technical inputs for MIS development</li> <li>• Provide support to states for conducting of thematic studies on different aspects and areas of the programme</li> <li>• Establish Review schedules for quantitative, qualitative, process and thematic analyses including surprise field checks, surveys and research</li> <li>• Strengthen the quality and usage of MIS system of the DDU-GKY programme</li> <li>• Co-ordination with the external support vendors and internal IT teams for the systems development &amp; implementation</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 n) Demonstrates extremely strong influencing and facilitation skills</li> <li>• Any other task assigned from time to time by management</li> </ul>
9.	Age Limit	Maximum 50 years
10.	Remuneration	<p>(i) Initially Consolidated remuneration for this position will be restricted to 1,00,000/- Per Month.</p> <p>There will be a provision of annual increment @ 2% to 5%, based on the score of performance appraisal, as per the following structure:</p> <ul style="list-style-type: none"> <li>• 5% on Score of 99–100%</li> <li>• 4% on Score of 97–98.99%</li> <li>• 3% on Score of 95–96.99%</li> <li>• 2% on Score of 93–94.99%</li> </ul> <p>(ii) No annual increment if the score is less than 93%.</p> <p>(iii) Consolidated remuneration will have upper cap of Rs.1,40,000/- Per Month.</p> <p>Note: In case of continuation of the existing Thematic Expert (MIS)-PMA, the existing salary will be taken into account as the base salary and further annual increment will be taken into consideration on completion of the period of one year from the date as will be decided by the Competent Authority (PD Head at the level of Joint Secretary).</p>
11.	Reporting	<ul style="list-style-type: none"> <li>• The Thematic Expert (MIS) will report to the Under Secretary(Skills)/SO(Skills) dealing with the DDU-GKY Scheme and work under the overall supervision of the Joint Secretary (Rural Skills), Department of Rural Development (DoRD), Ministry of Rural Development (MoRD), Government of India.</li> <li>• Keep coordination with the NRO but will work under the overall supervision of the DoRD, MoRD, Government of India.</li> </ul>

**General Conditions:**

1. An application fee of Rs.300/- plus applicable taxes 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 offered assignment is purely on contractual basis and does not envisage any form of regular appointment at MoRD/NIRDPR in future.
5. Age, experience and qualification will be reckoned as on last date for submission of application i.e, **22.01.2026**. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.
6. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
7. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
8. The Institute reserves the right to relax any of the requirements i.e. age, experience etc. in exceptional cases.
9. Canvassing in any form will be treated as disqualification.
10. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
11. The selection will be at NIRDPR, Rajendranagar, Hyderabad.
12. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.
13. 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.
14. 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.
15. 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.
16. The Institute may hold the right to cancel the recruitment process due to lack of eligible applicants/administrative reasons.
17. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
18. Candidates may regularly visit the website for further information/ updates, if any.

19. Applications received after the due date and time will not be considered.
20. The final results shall be communicated to the selected candidates only.
21. Last date for submission of online application is **22.01.2026**.

Sd/-  
Assistant Director  
Administration (Section –I)