



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

Advt. No.17/2026
File No. Recruitment_Senior_Academic_Associate_&_Senior_
Accountant(Finance_and_Administration)
Comp. No.19390

NIRDPR is a premier Institute providing training, research and consultancy activities in the field of Rural Development. NIRDPR is looking forward to engaging the services of a Senior Academic Associate and a Senior Accountant (Finance & Administration) for its Centre for Post Graduate Studies and Distance Education (CPGS&DE) on a contract basis and co-terminus with the project tenure. Initially, the engagement will be for a period of one year, likely to be extendable based on performance and requirement.

The Centre for Post Graduate Studies and Distance Education (CPGS&DE) invites online applications for the following contractual positions:

Sl. No.	Name of the Position	No. of Positions	Remuneration
1	Senior Academic Associate	1	Rs.75,000/- per month
2	Senior Accountant (Finance & Administration)	1	Rs.65,000/- per month

1. Senior Academic Associate:

Sl. No.	Particulars	Details
1	Designation	Senior Academic Associate
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	Initially for one year, extendable annually based on satisfactory performance and the requirements of CPGS & DE
5	Essential Educational Qualification	Post Graduate Degree with at least 55% marks in any discipline of Management / Social Sciences / Sciences from a UGC recognised University.

6	Experience	Minimum 7 years of experience in Higher Educational Institutions / Government Organizations / Autonomous Institutions in academic administration, admissions, examinations, student affairs, training programmes or related activities. Experience in AICTE/UGC regulatory compliance and ERP/LMS.
7	Desirable	Proven experience in managing academic programmes using Learning Management System (LMS).
8	Key Responsibilities / Deliverables	• Teaching, evaluation, and academic coordination of courses offered under the Distance Education Programmes of CPGS & DE. • Managing the day-to-day administration and coordination of the Ph.D. Programme (JRF & SRF) as per JNU, UGC, and NIRDPR regulations, ordinances, and guidelines. • Monitoring the academic progress of Ph.D. scholars, maintaining academic records, and facilitating research activities. • Coordinating and supporting admissions for Regular Post Graduate Programmes, Distance Education Programmes, and Ph.D. Programmes. • Preparing and updating Standard Operating Procedures (SoPs), academic guidelines, and operational manuals. • Assisting in curriculum development, revision, and review in alignment with AICTE, UGC, JNU, and institutional guidelines. • Developing training modules, study materials, and coordinating orientation, faculty development, and capacity-building programmes. • Coordinating national and international workshops, seminars, conferences, faculty development programmes, and academic events. • Preparing agenda notes, office notes, minutes, reports, presentations, and documentation for academic and administrative committees. • Managing office administration, confidential academic records, examination-related matters, RTI applications, and statutory communications. • Liaising with Ministries, Government Departments, AICTE, UGC, JNU, universities, state governments, private organizations, and other stakeholders. • Undertaking additional academic, administrative, examination, admission, research, training, and institutional responsibilities assigned by the Professor & Head, CPGS & DE, or the Competent Authority.
9	Age Limit	Not exceeding 45 years as on the last date for submission of application
10	Remuneration	Rs.75,000/- per month (Consolidated)

2. Senior Accountant (Finance & Administration)

Sl. No.	Particulars	Details
1	Designation	Senior Accountant (Finance & Administration)
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	Initially for one year, extendable annually based on satisfactory performance and requirement of CPGS & DE
5	Essential Educational Qualification	Post Graduate Degree in Commerce/Finance/MBA (Finance)/M.Com or equivalent qualification from a recognised University/Institution.
6	Experience	Minimum 8 years of experience in Finance, Accounts and Administration in Government / Autonomous Bodies / Universities / Institutions.
7	Desirable	Experience in Government accounting procedures, PFMS, GeM, eOffice, Tally, GST, Income Tax, Budget preparation and financial reporting is desirable.
8	Key Responsibilities / Deliverables	• Preparation and maintenance of Centre accounts, budget estimates and expenditure statements. • Processing of bills, payments, advances, reimbursements and settlement of accounts. • Maintenance of cash book, ledgers, registers and financial records. • Processing files through eOffice and liaison with Finance & Accounts Section. • Preparation of utilization certificates, financial reports and audit replies. • Assistance in procurement through GeM, purchase procedures and financial documentation. • Maintenance of student fee accounts and reconciliation of receipts. • Assist in administration, contractual engagements and establishment matters of CPGS & DE. • Ensure compliance with financial rules, GFR, Institute regulations and statutory requirements. • Perform any other finance and administrative work assigned by the Professor & Head, CPGS & DE.
9	Age Limit	Not exceeding 45 years as on the last date for submission of application
10	Remuneration	Rs.65,000/- per month (Consolidated)

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 be required 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: career.nirdpr.in
4. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at National Institute of Rural Development and Panchayati Raj in future.
5. Age, experience and qualification will be reckoned as on the last date of submission of application i.e, **03.09.2026**. Clear quality attested xerox copies of all important certificates and documents must be uploaded with the online application.
6. The candidate should upload valid experience certificates in proper format only. 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 letters.
7. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
8. In case of a large number of applications, the Institute may shortlist the candidates as may be necessary.
9. The Institute may hold the right to cancel the recruitment process due to lack of eligible applicants / administrative reasons.
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. 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 held at NIRDPR.
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 to be 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. Applications received after the due date and time will not be considered.
21. The final results shall be communicated to the selected candidates only.
22. Last date for submission of online application is **03.09.2026**.

Sd/-
Assistant Director
Administration (Section-I)