



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

Advt.No.16/2024

File no. NIRDPR/CRI/Recruitment/2024-25

Comp no. 16776

NIRDPR is a premier Institute providing training, research and consultancy activities in the field of rural development. NIRDPR is implementing Jal Jeevan Mission project funded by Ministry of Jalshakti and UBA-SEG & UBA-RCI Project funded by Ministry of Education (routed to NIRDPR through IIT-Delhi). NIRDPR invites applications from the interested candidates for the following contractual positions for working at NIRDPR, Hyderabad:

Sl. No.	Name of the Position	No. of Positions	Remuneration
1	Training Associate JJM	1	Rs. 60,000/- pm
2.	Project Associate UBA	1	Rs. 60,000/- pm

1. Training Associate JJM

1.	Designation	Training Associate JJM
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Period of Contract	One Year
5.	Educational Qualification	PhD with five years experience (or) First class Master's with ten years experience in any of the Social Sciences including Rural Development, Rural Management, Public/Development Administration and MBA from any of the recognized Indian Universities.
6.	Experience	<ul style="list-style-type: none">• PhD with five years experience (or) First class Master's with ten years experience in training administration / coordination / management in Government projects in training and educational setting of National stature.• Experience of working in training and capacity building projects of State / Union Government projects. Experience in preparing training handbooks

		and training modules. Experience in preparation of training budgets, accounting procedures, and settlement of bills.
7.	Desirable	<ul style="list-style-type: none"> • Familiarity with Training Management Portal (TMP) • Excellent organizational and multitasking skills. • Strong communication skills, both written and verbal. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). • Ability to work independently and as part of a team. • Attention to detail and a proactive attitude. • Knowledge of logistics management and event planning
8.	Job Description	<ul style="list-style-type: none"> • The Training Associate will be responsible for all preparatory work necessary for the successful organization and execution of training programmes under JJM & SBM-G. • This includes contacting the relevant Programme Divisions of the State governments, collecting nominations, arranging logistics, budget preparation and moving files for approval, and managing all related administrative tasks, including collecting training evaluation and entry into TMP. • Involve in preparation of training materials, and take charge of updating STMS. • The ideal candidate will have excellent organizational and communication skills and a proactive attitude.
9.	Age Limit	Not exceeding 50 years as on last date for submission of application
10.	Remuneration	Rs.60,000/- per month (Consolidated)

2. Project Associate UBA

1	Designation	Project Associate UBA
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	One Year
5	Educational Qualification	Ph.D with five years experience (or) First class Master's with ten years experience in any of the Social Sciences including Rural Development, Rural Management, Public/Development Administration, and MBA from any of the recognized Indian Universities.
6	Experience	<ul style="list-style-type: none"> • PhD with five years experience (or) First class Master's with ten years experience in development

		<p>projects supported by Government / NGOs / CSRs in the capacity of training manger, or as in-charge of administrative facilitator of projects.</p> <ul style="list-style-type: none"> • In the overall experience, at least two years experience is required in projects run directly by the Government, which may be training or action projects. • Experience in writing action research proposals / preparing training curriculum, training modules, compendium, and field reports.
7	Desirable	<ul style="list-style-type: none"> • Excellent organizational and multitasking skills. • Understanding of Accounting procedures, settlement of bills • Strong communication skills, both written and verbal. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). • Ability to work independently and as part of a team. • Attention to detail and a proactive attitude. • Knowledge of logistics management and event planning
8	Job Description	<ul style="list-style-type: none"> • The Project Associate will be responsible for keeping in touch with all the UBA-Participating Institutions, and keep them engaged with UBA related activities in their respective colleges, and in the service villages. • Visit Service Villages of UBA-PIs and assist them in planning and programme execution. • Put the PIs in touch with scheme implementing officials. • He/she will be involved in all preparatory work necessary for the successful organization and execution of training programmes under UBA – both at NIRDPR campus and in UBA-PIs’s venue. • This includes contacting the relevant UBA-Participating Institutions, collecting nominations, arranging logistics, and managing all related administrative tasks. • The ideal candidate will have excellent organizational and communication skills and a proactive attitude.
9	Age Limit	Not exceeding 50 years as on last date for submission of application
10	Remuneration	Rs.60,000/- 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 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 NIRDPR in future.
5. Age, experience and qualification will be reckoned as on last date for submission of application i.e, 18.09.2024. 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 18.09.2024.

Sd/-
Assistant Director
Administration (Section –I)