



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

**Advt. no. 60/2022**

**File no. NIRDPR/Admn.A/ModelGPClusters/CPRrecruitment/2021/Partfile**

**Comp no. 12173**

National Institute of Rural Development & Panchayati Raj (NIRDPR), Hyderabad is an autonomous national Institution under the Ministry of Rural Development. NIRDPR is the country's apex organization for training and research in various aspects of rural development. Govt. of India, is implementing a national level project namely – 'Creating Clusters of Model Gram Panchayats to Achieve Holistic & Sustainable Development through Institutional Strengthening of GPs and Enablement of Quality GDP across India'. CPRDP&SSD division of NIRDPR invites online applications from eligible candidates for contractual engagement of 4 Posts in PMU, 6 Posts of State Programme Coordinators and 125 Posts of Young Fellows. Tenure of Engagement of all the posts is one year for the present. It may be extended on satisfactory performance of the incumbents, subject to continuation of the Project and discretion of authorities.

The number of positions to be engaged, are as indicated in Table A and Table B.

Table - A		
Sl. No	Name of the post	Total no. of posts
1	Senior Programme Management Consultant	1
2	Project Training Manager	1
3	Project Associate (Research & Documentation)	1
4	Multi Task Support Assistant	1
5	State Programme Coordinator (UR-5, OBC-1)	6

Table - B								
Sl.No	Name of the post	Total No. of posts	No. of posts reserved for SC (15%)	No. of posts reserved for ST (7.5%)	No. of posts reserved for OBC (27%)	No. of posts reserved for EWS (10%)	No. of posts reserved for PwD (4%)	No. of posts Unreserved
6	Young Fellows	125	19	9	34	12	5	46

## **1. Senior Programme Management Consultant**

1	Designation	Senior Programme Management Consultant
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master Degree in any stream of Social Science from any recognized university.</li> <li>• Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in the subject of social science; and 50% marks at Postgraduate level in the subject of social science.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• Ten years' experience of having worked on Capacity Building &amp; Training and Participatory Planning in respect of Gram Panchayats at District or State or National level.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Sound knowledge about Panchayati Raj system, particularly functioning of Gram Panchayats.</li> <li>• Sound knowledge about Decentralised Planning, particularly Gram Panchayat Development Plan.</li> <li>• Proficiency and experience in Project Management, Monitoring and Documentation at State or National level.</li> <li>• Proficiency in writing and speaking English and speaking Hindi.</li> <li>• Soft skills including proficiency in MS Office, particularly Excel, and presentation skills.</li> <li>• Experience and keenness to undertake extensive travels in remote areas of the country.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To provide all-round support to the Project Team Leader for the Project for Creating Model GP Clusters in Project Designing, Project Management and Monitoring across the country.</li> <li>• To assist the Project Team Leader in designing IEC Plans for enhancing participation of people in preparation, implementation and monitoring of GPDP in collaboration with SIRDPRs and other Training Institutions implementing GPDP &amp; RGSA initiatives.</li> <li>• To assist the Project Team Leader in developing Training Designs and Learning Materials for training of State &amp; District Level Trainers, Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Partner Organisations, Gram Panchayats / other stakeholders under the Clusters of GPs with focus on Institutional Strengthening of GPs and Participatory Planning.</li> <li>• To coordinate with Partner Organisations, State Nodal Officers, State Programme Coordinators, Young Fellows, Beacon Panchayat Leaders and other Project Staff for effective Project Management.</li> <li>• To develop capacities of Programme Coordinators, Young Fellows and other Project Staff.</li> <li>• Documentation of the entire Action Research Project and Good Practices - based on reports, field studies, AV documentation, GPDP documents etc.</li> </ul>

		<ul style="list-style-type: none"> <li>• To assist the Project Team Leader in Project Management and Monitoring through systems to be developed by expert/expert agencies and Reporting on the Project interventions.</li> <li>• Any other task to be assigned from time to time.</li> </ul>
8	Age Limit	Not exceeding 50 years.
9	Remuneration	Rs.1,20,000/- (Rupees one lakh twenty thousand) only per month plus travel and subsistence on tour as per norms of the NIRDPR.

## **2. Project Training Manager**

1	Designation	Project Training Manager
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master Degree in any discipline from any recognized university.</li> <li>• Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in the discipline; and 50% marks at Postgraduate level in the discipline.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• Three years' experience of managing Online and Offline Training at District or State or National level.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Sound knowledge about structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats and sound knowledge about Decentralised Planning, particularly GPDP.</li> <li>• Proficiency in Capacity Building &amp; Participatory Training on Panchayat functioning, Participatory Planning and monitoring.</li> <li>• Skills in development of Case Studies on Panchayat functioning and Participatory Planning.</li> <li>• Skills in management, monitoring and documentation of Training Programmes.</li> <li>• Soft skills including proficiency in MS Office and presentation skills.</li> <li>• Proficiency in writing and speaking English and speaking Hindi.</li> <li>• Experience and keenness to undertake extensive travels in remote areas of the country.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To provide support to the Project to organise, coordinate, manage and monitor Training Programmes related to the Project for Creating 250 Model GP Clusters at NIRDPR or State level.</li> <li>• To assist in developing Training Designs and Learning Materials for training of State &amp; District Level Trainers, Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Gram Panchayats/ other stakeholders under the Clusters of GPs with focus on institutional capacity development and participatory planning.</li> <li>• To assist in designing IEC Plans for participation of people</li> </ul>

		<p>in preparation, implementation and monitoring of GPDP in collaboration with the SIRDPR and the State Nodal Agency for GPDP &amp; RGSA, NGOs/CBOs/SHGs and communities.</p> <ul style="list-style-type: none"> <li>• To assist in development of Case Studies on Panchayats, Rural Development and GPDP.</li> <li>• To assist in coordination with SIRDPRs/SPRCs/State Nodal Agencies for GPDP &amp; RGSA, ETC/DTC/ DPRCs, SRLMs, Corporates, CSO, NGOs and similar organisations for effective implementation of the Project for Creating 250 Model GP Clusters.</li> <li>• To assist in preparation of reports, documentation and evaluation of Training Programmes.</li> <li>• Any other task to be assigned from time to time.</li> </ul>
8	Age Limit	Not exceeding 40 years.
9	Remuneration	Rs.50,000/- (Rupees forty thousand) only per month plus travel and subsistence on tour as per norms of the NIRDPR.

### **3. Project Associate – Research & Documentation**

1	Designation	Project Associate-Research & Documentation
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master Degree in any stream of Social Science from any recognized university.</li> <li>• Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in the subject of social science; and 50% marks at Postgraduate level in the subject of social science.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• Two years' experience of having worked on Capacity Building &amp; Training and Participatory Planning in respect of Gram Panchayats at State or District level.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Sound knowledge about structure, functions, roles and responsibilities of Panchayati Raj system, particularly Gram Panchayats and sound knowledge about Decentralised Planning, particularly GPDP</li> <li>• Skills in Documentation of Good Practices.</li> <li>• Soft skills including proficiency in MS Office and presentation skills.</li> <li>• Proficiency in writing and speaking English and speaking Hindi.</li> <li>• Skills in office management and official communication.</li> <li>• Experience and keenness to undertake extensive travels in remote areas of the country.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To provide support to the Project in conducting research/action research and analysis and preparation of analytical report on GPDP documents, case studies etc.</li> <li>• To provide secretarial support to the Project Team Leader in his functions related to the Project.</li> <li>• To assist in developing Training Designs and Learning</li> </ul>

		<p>Materials for training of State &amp; District Level Trainers, Programme Coordinators, Young Fellows, Beacon Panchayat Leaders, Gram Panchayat Planning Facilitation Teams (GPPFT)/other stakeholders under the Clusters of GPs with focus on institutional capacity development and participatory planning.</p> <ul style="list-style-type: none"> <li>• To assist in coordinating with SIRDPRs/SPRCs/State Nodal Agencies for GPDP &amp; RGSA, ETC/DTC/ DPRCs, SRLMs, Corporates, CSO, NGOs etc. for effective implementation of the Project.</li> <li>• To coordinate with State Programme Coordinators, Young Fellows and other Project Staff for effective Project Management.</li> <li>• To assist in documentation of Good Practices - based on reports, field studies, AV documentation, GPDP documents etc.</li> <li>• To assist in management of the Project office.</li> <li>• Any other task to be assigned from time to time.</li> </ul>
8	Age Limit	Not exceeding 35 years.
9	Remuneration	Rs.40,000/- (Rupees forty thousand) only per month plus travel and subsistence on tour as per norms of the NIRDPR.

#### **4. Multi-Task Support Assistant**

1	Designation	Multi Task Support Assistant
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Graduation from any recognized university.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• One year's experience of having worked in any corporate or Government office.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Skills in office management, particularly in Government environment.</li> <li>• Ability to speak and write in English and to speak Hindi.</li> <li>• Experience and keenness to undertake extensive travels in the local areas.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To open the Project office at 9.00 AM and close it at 8.00 PM everyday including Saturdays, Sundays and holidays as may be required.</li> <li>• To manage the front office of the Project Management Unit.</li> <li>• To coordinate with the Accounts section of the NIRDPR for release of payment etc.</li> <li>• To assist in maintaining registers and other official records related to office management, financial management, accounting and auditing.</li> <li>• To assist in management of the Project Management Unit.</li> <li>• Any other task to be assigned from time to time.</li> </ul>
8	Age Limit	Not exceeding 35 years.
9	Remuneration	Rs.20,000/- (Rupees Twenty thousand) only per month plus travel and subsistence on tour as per norms of the NIRDPR

## 5. State Programme Coordinator

1	Designation	State Programme Co-ordinator
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	Six (UR-05, OBC-01)
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master Degree in any stream of social science from any recognized university.</li> <li>• Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in the subject of social science; and 50% marks at Postgraduate level in the subject of social science.</li> </ul>
5	Experience	<ul style="list-style-type: none"> <li>• Five years' first-hand experience of having worked on capacity building and training, improving governance and participatory planning in respect of GPs.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Sound knowledge about structure, functions and responsibilities of Gram Panchayats (GP).</li> <li>• Proficiency in capacity building and participatory training, participatory planning, mentoring and monitoring.</li> <li>• Managerial ability to lead, mentor and support Young Fellows, Beacon Panchayat Leaders and other stakeholders of the Project.</li> <li>• Proficiency in writing and speaking English and speaking Hindi.</li> <li>• Experience and keenness to undertake extensive travels in remote areas.</li> <li>• Appropriate attitude to develop rapport and work with officials of State Panchayati Raj Departments, SIRD&amp;PRs and other institutions and strong commitment to work on mission mode.</li> <li>• Soft skills including proficiency in MS Office and capacity for online training and reporting.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To coordinate and monitor activities under the Project for Creating Model GP Clusters in the assigned States/UTs (@1 per 3-4 States/UTs) for enabling selected GPs on Cluster basis to achieve Institutional Strengthening of GPs and Localized SDG-focused GPDP.</li> <li>• To guide the States/UTs in training of Gram Panchayats/other stakeholders under the Clusters of GPs on institutional capacity issues, improving governance, participatory planning and to demonstrate to them application of participatory tools and techniques in the field.</li> <li>• To support the States to implement IEC Plan to enhance participation of people in preparation, implementation and monitoring of SDG-focused GPDP in collaboration with SIRDPR/Nodal Institution of the State for GPDP, NGOs/CBOs/SHGs and communities.</li> <li>• To guide the GPs under the Clusters through the Young Fellows in organizing effective Gram Sabhas, Ward</li> </ul>

		<p>Sabhas, community mobilisation through No-Cost Voluntary Actions, collection of Primary and Secondary data, Situation Analysis and preparation of Development Status Report by each of the GPs under the Clusters.</p> <ul style="list-style-type: none"> <li>• To guide the GPs through the Young Fellows in application of e-GramSwaraj portal of the Ministry of Panchayati Raj, Government of India.</li> <li>• To guide the GPs through the Young Fellows, Beacon Panchayat Leaders and other resources to be working under the Project in preparation of SDG-focused quality GDDP &amp; Budget.</li> <li>• To coordinate with State Panchayati Raj Departments, SIRDPRs/Nodal Institutions for GDDP, ETC/ PTC/DTC/PTRC/DPRC etc., District &amp; Block administration, partner organisations and upper tier Panchayats in the States/UTs and obtain their support in effective implementation of the Project.</li> <li>• To guide the GPs through the Young Fellows in adding exemplary values related to intense ownership of communities in planning and implementation process, focusing on human development, social development, ecological development, transparency, accountability, convergence etc.</li> <li>• To travel extensively in geographically separated remote Clusters and supervise project related activities to ensure sustained progress and quality of outputs and outcomes.</li> <li>• To monitor the progress and assess the quality of activities and to intervene in solving even unforeseen problems and removing bottlenecks in implementation of the Project.</li> <li>• To prepare and submit progress report to all concerned per Project norms.</li> <li>• To discharge such other responsibilities as may be assigned from time to time.</li> </ul>
8	Age Limit	Not exceeding 50 years. (Age relaxation for reserved categories shall be considered as per the norms of GoI)
9	Remuneration	Rs.55,000/- (Rupees fifty-five thousand) only per month plus travel and subsistence on tour as per norms of NIRD&PR.

## 6. Young Fellows

1	Designation	Young Fellows
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	125
4	Educational Qualification	<ul style="list-style-type: none"> <li>• Master Degree/2-Year PG Diploma in any stream of social science from any recognized university /institution.</li> <li>• Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in the subject of</li> </ul>

		social science; and 50% marks at Postgraduate level in the subject of social science.
5	Essential Criteria	<ul style="list-style-type: none"> <li>• Proficiency in reading, writing and speaking English.</li> <li>• Soft skills including proficiency in MS Office and capacity for online training and reporting.</li> <li>• Reading and speaking Hindi.</li> </ul>
6	Desirable Criteria	<ul style="list-style-type: none"> <li>• Prior experience in the given field of work with communities.</li> </ul>
7	Job Description	<ul style="list-style-type: none"> <li>• To stay and remain immersed in the assigned Cluster area on own arrangement and provide specialised support to the GPs and communities for achieving the goal and objectives of the Project.</li> <li>• To provide Handholding Support to the Elected Representatives, functionaries of GPs, members of GP Planning Facilitation Teams (GPPFT) / Ward Planning Facilitation Teams (WPFT)/ NGOs/ SHGs/CBOs/line department functionaries, communities, Panchayat Bandhus and other stakeholders under one Clusters of GPs for institutional strengthening of the GPs, improving governance and in preparation of SDG-focused GPDP by application of participatory tools and techniques in the field.</li> <li>• To provide Handholding Support to the GPs under the Cluster in organizing community mobilisation through No-Cost Voluntary Actions, effective Gram Sabhas &amp; Ward Sabhas, collection of Primary and Secondary data including GIS-based data, Situation Analysis and preparation of Development Status Report by each GP under the Cluster.</li> <li>• To coordinate with Block administration, line department offices pertaining to the Cluster of GPs and obtain their support in effective implementation of the planned activities under the Project.</li> <li>• To provide Handholding Support to the Project GPs in adding exemplary values with focus on human development, social development, ecological development, transparency, accountability, convergence etc.</li> <li>• To provide Handholding Support to the GPs in application of eGramSwaraj Portal.</li> <li>• To travel extensively in geographically remote GPs under the assigned Cluster on own arrangement, to work with community for at least 15 days a month for up to 7 hours a day and monitor progress of the Project related activities to ensure sustained progress and quality of outputs and outcomes.</li> <li>• To prepare and submit progress report to the State Programme Coordinator and all others concerned as per requirement of the Project.</li> <li>• To discharge such other responsibilities as may be assigned from time to time by authorities for successful implementation of the Project.</li> <li>• To converse with the Panchayat Level Functionaries in the</li> </ul>



		Local Language at the Posting area
8	Age Limit	Not exceeding 35 years. (Age relaxation for reserved categories shall be considered as per the norms of GoI)
9	Remuneration	Rs.35,000/- (Rupees thirty-five thousand) only per month plus reimbursement of the cost of travel and subsistence on tour outside the Block where the Cluster is located, as per norms of the NIRD&PR.

**General Conditions:**

1. An application fee of Rs.300/- 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. Preference in posting will be given to the candidates in the own State/Home State.
6. Higher pay may be granted to the deserving candidates
7. Age, experience and qualification will be reckoned as on the date of this notification i.e, 19.01.2023. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.
8. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
9. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
10. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
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. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.

14. 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.
15. 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.
16. 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.
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 **09.02.2023**. (within 21 days from the date of publication of the advertisement)

Sd/-  
Assistant Director  
Administration (Section –I)