



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ**  
(Ministry of Rural Development, Government of India)Rajendranagar, Hyderabad – 500 030.

Advt. No. 04/2022  
(F.No. CWE/MoRD/MP/2017-18)

National Institute of Rural Development and Panchayati Raj an autonomous organization under the Ministry of Rural Development, Govt. of India, proposes to engage the services of suitable candidates for various positions on contract basis for providing support in implementation of MGNREGA project of MoRD, New Delhi.

The terms of reference for the following positions are as follows :

Sr.No.	Particulars	Qualification	Deliverables
1	<b>Designation: Project officer (Capacity Building/ CFP/BFT/Unnati/HR)</b> <b>No. of Posts: 06</b> <b>Remuneration: Rs.1,30,000/month</b>	Post Graduate in any discipline preferably Business Administration (HR) / Social Science/ Rural Development & Management/Social Work.  Minimum of 04 of years with at least 3 years' experience in development sector for a large program or organization.	Assist in preparing guidelines, SOP regarding capacity building program. Organize orientation workshop related to subject matter. Assist in organizing video conference and review workshop. Conduct monitoring visit. Assist in conducting training of Trainers nominated by State Govts. Facilitate development of training material and it's translations into local languages in coordination with States and NIRD&PR. Develop Audio-Visual Content and presentation as per training material. Ensuring adequate facilities, training aid and material related to subject matter. Explore possibilities of structural changes to facilitate effective Implementation at the Gram Panchayat level. Assist States/ UTs to bring about the required changes in the HR policies

		Preference will be given to candidates having experience in govt. sector.	and staffing of the States, UTs through policy advocacy and follow ups. Compile HR practices of States and its co-relation with enhanced efficacy of the delivery mechanism.
<b>2</b>	<b>Designation: Project Officer (Timely payment, MIS and DBT)</b> <b>No. of Posts: 05</b> <b>Remuneration: Rs. 1,30,000</b>	Graduate in Finance /Commerce/Economics /preferably Master in Business Administration or equivalent (specialization in Finance). Expertise on Data Database Management and Data Analysis is a must. At least 04 years' work experience in core. Exposure to NREGASoft and/or other MIS of Govt. Schemes.	Oversee, guide and build the capacity of the States to implement eFMS/NeFMS for wage, material and admin. Ensure that all beneficiaries have individual bank A/Cs by talking to states/Banks etc. Support States to enable Aadhaar seeding and Aadhaar based payments for all beneficiaries. Overall coordination with Banks, Dept. of Post/ UIDAI/ NPCI/ PFMS/ Etc for operating DBT and resolve issues in payment.
<b>3</b>	<b>Designation: Project Officer (Finance)</b> <b>No. of Posts: 2(Two)</b> <b>Remuneration: Rs. 1,30,000</b>	Master in Finance Commerce or Masters in Business Administration (specialization in Finance), etc. At least 04 years of work experience	Assist in analysis and evaluation of the Financial Proposal, Utilization Certificates received from State/UTs. Registration & Mapping on PFMS and resolution of State/UTs issues. Prepare calculations for the payments of National Payments Corporation of India (NPCI).
<b>4</b>	<b>Designation: Project Officer (Planning and Monitoring/ CPGRAM)</b> <b>No. of Posts: 03</b> <b>Remuneration: Rs. 1,30,000</b>	Master's Degree in Rural management, Social Science, Development related field: At least 04 years' work experience in MIS. Exposure to NREGA Soft and/or other MIS of Govt. Experience of dealing with Grievance redressal portal of govt.	Responsible for supporting Ministry and States/ UTs in planning for works and Annual Labour Budget. Facilitate orientation of State level Resources (ToTs), Develop mechanism to review Annual work plan and Labour Budget, cross validation, appraisal, etc. Verify the plans with respect to INRM approach, participatory approach, etc. Preparation and update of Standard Guidelines, Operational manuals, Training manuals for different program Interventions. Furnish details and information on queries from stake holders including

		Experience of Working at National Level Programme/ Scheme Handling multiple Stakeholders.	Ministries/ Department/ PMO/ parliament etc.
5	<b>Designation: Project Officer- Geo-MGNREGA/GIS</b> <b>No. of Posts: 03</b> <b>Remuneration: Rs. 1,30,000</b>	Essential: Master degree in IT/ Computer Application with specialization of GIS/RS, Geo informatics or related field.  04 Years of field Experience in Geographic Information System deployment operations and watershed based planning of water conservation works.	Develop, maintain/ facilitate and update Mahatma Gandhi NREGA GIS databases and GIS solutions. Ensure coordination and convergence with NIC, NRSC, C-GARD of NIRD, State agencies and other Stakeholders. Ensure smooth implementation of Geo MGNREGA in all States. Prepare MIS Reports and Status Updates Develop capacity building strategies for successful implementation of the GIS programme of Mahatma Gandhi NREGA. Organize training programmes related to GIS of Mahatma Gandhi NREGA. Prepare formats of reports to be added in Mahatma Gandhi NREGA MIS for effective monitoring.
6	<b>Programme Officer- Works</b> <b>No. of Posts: 01</b> <b>Remuneration: Rs. 1,75,000</b>	Essential: Bachelor in Civil Engineering of equivalent with Post Graduate degree in Engineering or MBA Minimum 10 years of work experience including execution of works, inspection of field visits at the ground level Experience working in similar areas working for Government projects in India will be given preference.	Preparation of Standard Guideline, Operational manual, Training manual. etc. Define set of outcomes for each work and prepare estimates Monitor the quality of works in the field by undertaking independent studies and make recommendations for improving the same Identify and ensure capacity building of technical personnel within State at all State at all level through NIRD/ SIRD/Partners Interact with stakeholders to facilitate exchange of critical information and validate the findings and recommendations regarding the creation of durable assets under Mahatma Gandhi NREGA.
7	<b>Designation:</b>	Essential Bachelor in Agriculture Engineering/	Develop quantitative and qualitative indicators of Mahatma Gandhi NREGA

	<p><b>Programme Officer- Works (NRM) No. of Posts: 1 Remuneration: Rs.1,75,000</b></p>	<p>Agriculture Sciences or related field and Post Graduate degree in Agriculture/Forestry/ MBA</p> <p>Desirable: PhD environment Science/Ecology/Forestry or related</p> <p>Minimum 10 years of work experience including execution of works, inspection of field visits at the ground level.</p> <p>Experience working in similar areas working for Government projects in India will be given preference.</p>	<p>and sustainable development in relation to Agriculture.</p> <p>Prepare Manual and Guideline and Mahatma Gandhi NREGA Agriculture, Forestry works.</p> <p>Map out the resources in the field of Agriculture in the states, conduct gap analyses, identify opportunities highlighting Mahatma Gandhi NREGS role in improving the quality of environment.</p> <p>Analyses existing documentation available on community based for opportunities for climate change adaptation actions.</p> <p>Appraisal of proposals pertaining to plantation/Forestry, development of sustainable livelihoods through agriculture and convergence of Mahatma Gandhi NREGA.</p>
<p><b>8</b></p>	<p><b>Designation: Project Officer Works (SECURE )</b></p> <p><b>No. of Posts: 2</b></p> <p><b>Remuneration: 1, 35,000</b></p>	<p>Essential: B .E/B Tech in computer Science with exposure to Civil</p> <p>Desirable: Post Graduate in M. Tech/MCA/MBA</p> <p>Minimum of 4 years experience with at least 2 years hands-on experience in the development and implementation of Mahatma Gandhi NREGA programme.</p> <p>Experience in working in similar areas. Working for Government project in India will be given preference</p>	<p>Provide best possible strategies and policies to SECURE implementation:</p> <p>Strengthen the quality and usage of application in Mahatma Gandhi NREGA programme.</p> <p>Liaison with NIC, DRD, Monitoring and managing the TMS across States/UTs.</p>

		<p>Should have working experience in programming, designing MIS/Technical support for Government projects or Organizations.</p> <p>Experience in open source platforms, Data analytics and visualization.</p>	
<b>9</b>	<p><b>Designation: Project Officer ( Research)</b></p> <p><b>No. of Posts: 1 (Addl.)</b></p> <p><b>Remuneration: Rs.1,35,000</b></p>	<p>A Master /Post Graduate degree in statistics, research, social science, Economics, social development or related fields from a reputed university</p> <p>At least 04 years of work experience in research project related.</p> <p>Preference will be given to the candidates with atleast one research paper published.</p>	<p>Analyse information and provide collated information from existing and ongoing research works</p> <p>Suggest course corrections through different research reports</p> <p>Maintain record of the research studies, studies commissioned by the Ministry and States and States and track progress.</p>
<b>10</b>	<p><b>Designation: Project Officer (Social Audit and Ombudsperson)</b></p> <p><b>No. of Posts: 6</b></p> <p><b>Remuneration: Rs.1, 30,000</b></p>	<p>Master's Degree in Rural development/ Social work , Rural management</p> <p>At least 04 years of work experience preferably in rural development sector and poverty alleviation programmes or similar large complex projects in govt./ corporate/non-profit sector.</p> <p>Preference will be given to</p>	<p>Ensure smooth and effective functioning of Social Audit MIS.</p> <p>Co-ordinate with stakeholder for regular uploading of Social Audit Calendars/Reports/ Action Taken Reports(ATR)</p> <p>Assist Social Audit Units, State Governments in resolving issues relating to Social Audit MIS in coordination with NIC</p> <p>Facilitate release of funds to the Social Audit Units, reviewing the proposals and Utilisation Certificates</p> <p>Prepare annual budget under the Social Audit head as per norms formulated by the Ministry Facilitate formulating guidelines, frameworks, MIS for effective fund management.</p> <p>Conduct regular training need analysis and identifying critical training</p>

		<p>candidates having exposure in Social Audit of Government Programme.</p>	<p>requirements of Social Audit resources persons across the country, establish coordination with stakeholders for, effective management of different training programme.</p> <p>Evaluate performance of the SAUs as per Auditing standards for Social Audits.</p>
<p><b>11</b></p>	<p><b>Designation: Project Officer ( IEC)</b>  <b>No. of Posts: 3</b>  <b>Remuneration: Rs.1,50,000</b></p>	<p>Post Graduate Degree/Diploma in Communications or a related field  Minimum 10 years of relevant professional experience  Demonstrated knowledge of marketing practices and principles (business to business promotional campaigns, trades how support, internal communications, and graphic design concepts) is preferred.  Experience working with marketing communications resources, including internal and external relationship, vendors and agencies</p>	<p>Produce videos, and animated graphics and other electronic multimedia.</p> <p>Ability to conceive, develop and produce creative concepts; research competitions and keep abreast of market trends; and translate marketing objectives into clear creative strategies</p> <p>Develop marketing collateral using Adobe In Design and Adobe Photoshop-create/edit brochures, fact sheets, templates, banners, ads, user manuals, email campaigns</p> <p>Assist with the implementation of marketing communications programs, including both online and offline communications such as advertising, direct mail, electronic direct mail, and channel partner marketing.</p> <p>Work within marketing communications on the writing and coordination of promotional documentation, including: partner announcements, web content, brochures, presentations, signage, etc.</p> <p>Coordinate with external marketing partners such as creative agencies, digital marketing firms, partners' marketing departments, and production companies. Ensures projects and programs are executed efficiently and cost-effectively, as well as planned out well in advance.</p> <p>Work effectively with Mahatma Gandhi NREGA Division to develop and update content and messaging to ensure consistency across all platforms and material.</p> <p>Stay current on industry trends -design, layout, and platforms.</p> <p>Manages access to brand assets both internally and externally.</p> <p>Supports development of brand standards and usage guidelines to ensure consistency of the brand is met throughout internal and external marketing materials and all internal and public sites.</p> <p>Provide Executive Administrative support to the senior level members of the</p>

			Government, with the ability to manage and prioritize multiple requirements and deliverables.
	<b>Total Number - 33</b>	Programme Officer: 02 Project Officer: 31	

**Other Conditions:**

**1) Consultants will be paid fixed remuneration as per the details given below:**

- a) **Program Officer: Rs. 1, 75,000/-**
- b) **Project Officer (IEC): Rs. 1,50,000/-**
- c) **Project Officer (SECURE and Research): Rs. 1,35,000/-**
- d) **Project Officer: Rs. 1,30,000/-**

**General Conditions :**

- The service of selected Consultants may be terminated with advance notice of 45 days by the Ministry or the selected candidate can leave the appointment by advance notice of 60 days to the Ministry. However, Ministry reserves the right to waive off this notice period in exceptional circumstances.
- The initial recruitment will be for a period of one year which can be extended further upto two years (one+one) subject to approval of the Competent Authority.
- A candidate can apply for any number of posts. However, selection of candidate will be done based on the assessment in written test/ interview for the post appropriate irrespective of the number of posts applied for
- This project assignment is purely on contractual basis and does not envisage any kind of regular appointment in NIRD&PR and MoRD in future
- The Institute has a right to shortlist the candidates as may be necessary;
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
- The placement of the 33 positions is usually in New Delhi.
- Last date for receipt of online applications : 10.02.2022
- The candidates should apply through online registration available on the website
- The shortlisted candidates will be informed about the date, time and venue of the interview.

**The candidates should apply through online registration available on the website <http://career.nirdpr.in/>**

**The last date for submitting applications online is 10.02.2022 till 05:30 PM.** Applications received after the due date and time will not be considered.

**Sd/-  
Assistant Registrar (E) i/c**