



**Recruitment of Project Officers and Junior Project Officers in NIRD&PR
(With place of work at Ministry of Rural Development, Govt. of India,
New Delhi)**

(Project: Annual Action Plan on MGNREGA Capacity Building)

Advt. No.04/2020

No. CWE/AAP/15-POs/2019

1. Background:

The Department of Rural Development under the Ministry of Rural Development is the department concerned with the implementation of the Mahatma Gandhi National Rural Employment Guarantee Act, 2005 ("MGNREGA") which aims at enhancing livelihood security of households in rural areas of the country by providing at least one hundred days of guaranteed wage employment in a financial year to every household whose adult members volunteer to do unskilled manual work.

Position Information: The National Institute of Rural Development and Panchayati Raj (NIRD & PR) is an autonomous body that supports Ministry of Rural Development on matters of capacity Building of Staff as well as carrying out Research and Evaluation studies. The NIRD&PR wishes to hire Consultants at the capacity of Project officers (PO) and Junior Project Officer (JPO) to support the Ministry under MGNREGS Capacity Building, Management Information System(MIS) and Direct Benefit Transfer(DBT), Finance, Planning and Monitoring, Geo &GIS works, Social Audit and Research.

2. Duty Station:

Ministry of Rural Development, Govt. of India, New Delhi with expectation to travel widely to states for collection of data for monitoring and evaluating the implementation of the scheme in various states, UTs and consultation with stakeholders etc.

3. Nature of Contract: Consultancy contract on project basis in the project on 'Annual Action Plan on MGNREGA Capacity Building'.

4. Tenure: Six months from the date of their engagement extendable six more months.

5. Languages:

Fluency in English and Hindi is essential.

6. The details of positions, qualification and Deliverables are as under:

S.No.	Designation	Qualification	Experience	Deliverables
1	Project Officer- Timely Payment, MIS & DBT No. of Posts :1 Remuneration: 1,56,000	<ul style="list-style-type: none"> • Master's Degree or equivalent in IT or related fields. Desirable: <ul style="list-style-type: none"> i. Master's in Business Administration ii. Expertise on Data Database Management and Data Analysis <p style="text-align: center;">Age limit: 45 yrs</p>	<ul style="list-style-type: none"> • At least 5-10 years' work experience in core programming/ technical field. • Exposure to NREGASoft and/or other MIS of Govt. Schemes. • Experience in dealing with Banks, Dept. of Post/ UIDAI/ NPCI/ PFMS/ Etc. 	<ul style="list-style-type: none"> • Possesses the capacity for strategic planning, result – based management and reporting; • Demonstrated skills connecting with a wide range of stakeholders – Bank, PFMS, state etc., • Ability to participate and contribute consultative meetings at national and state level with partners and senior stakeholders to identify priorities and manage the timely delivery of project activities. • Demonstrates excellent work/project planning skills; • Excellent oral and writing skills in English and Hindi
2	Junior Project Officer – Social Audit No. of Posts: 1 Remuneration: 1,00,000	<ul style="list-style-type: none"> • Bachelor's Degree/Master's Degree in any of the following: Development Studies, Rural Development, Rural Management, Business Administration, Public Administration, Human Rights, Economics, Engineering, Political Sciences, Social Work, Social Science or related field. Master's Degree is preferred. <p style="text-align: center;">Age limit: 35 yrs</p>	<ul style="list-style-type: none"> • At least 3-5 years of work experience for graduates/ 1-3 years of work experience for Post graduates ,preferably in rural development sector and poverty alleviation programmes, or similar large complex projects in govt./corporate/non-profit sector. 	<ul style="list-style-type: none"> • Ensure smooth and effective functioning of Social Audit MIS. • Co-ordinate with stakeholders for regular uploading of Social Audit Calendars/Reports/ Action Taken Reports (ATR). • Assist Social Audit Units, State Governments in resolving issues relating to Social Audit MIS in coordination with NIC. • Facilitate release of funds to the Social Audit Units, reviewing the proposals and Utilisation Certificates. • Prepare annual budget under the Social Audit head as per norms formulated by the Ministry. • Facilitate formulating guidelines, frameworks, MIS for effective fund management. • Conduct regular training need analysis and identifying critical training requirements of Social Audit resource persons across the country. • Establish coordination with stakeholders for effective management of different training Programme. • Evaluate performance of the SAUs as per Auditing Standards for Social Audits.

S.No.	Designation	Qualification	Experience	Deliverables
3	Junior Project Officer -DBT No. of Posts: 1 Remuneration: 1,00,000	<ul style="list-style-type: none"> • Masters or equivalent in IT or related fields. Desirable: Master's in Business Administration or equivalent Age limit: 45 yrs	<ul style="list-style-type: none"> • At least 3-5 years' work experience in MIS/IT/ DBT field. • Exposure to NREGASoft and/or other MIS of Govt. Schemes. • Experience in dealing with Banks, Dept. of Post/ UIDAI/ NPCI/ PFMS/ Etc. 	<ul style="list-style-type: none"> • 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, Post Office for operating DBT and resolve issues in payment

		Project Officer	Jr. Proj. Officer	Total
1	Timely Payment, MIS and DBT	1	1	2
2	Social Audit	-	1	1
	Total	1	2	3

7. Submission of Application

- All the eligible candidates are required to submit details through on-line application in the prescribed format through **on-line**. The application is available in NIRDPR website www.nirdpr.org.in; <http://career.nirdpr.in/>
- While submitting the applications, the candidates are also required to upload the relevant document as mentioned in the prescribed application format.
- Only shortlisted candidates selected on the basis of education and experience will be called for interview
- The last date for receiving applications through online is **18/03/2020**.
- Selection is based on written test (language skill) and interview
- Only shortlisted candidates will be informed through online (e-mail)
- The Competent Authority of NIRDPR can relax the rules, wherever necessary.

Sd/-

Assistant Registrar (E) i/c