



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(MINISTRY OF RURAL DEVELOPMENT, GOVT. OF INDIA)

Advt. No.34/2019

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NIRDPR is hiring the services of **Sr. Information Technology (IT) Consultant** on project mode /contract basis.

Sr. Information Technology (IT) Consultant (One Position) with place of work at O/o Chief Controller of Accounts, MoRD, New Delhi

1. Background

Ministry of Rural Development is running flagship programmes like MGNREGA, PMAY, PMGSY etc. Many ICT driven platforms are being developed for reaching out to beneficiaries, preparation of master data and releasing of funds till last mile. The interface between PFMS and Program Division is also IT based.

There is requirement of one IT Consultant at the disposal of O/o Chief Controller of Accounts, Ministry of Rural Development. Primarily, IT consultant will be responsible for supporting various Internal Audit teams, Social Auditors, Expert Advisory Group and other consultants. The IT consultant must be able to perform data analysis and should be able to apply various data analytic tools, should be able to integrate / validate data and present it before the senior officers of the Ministry. He / she should be able /willing to undertake field visits whenever required by the O/o Chief Controller of Accounts, MoRD.

2. Duties and Responsibilities

The Sr. IT Consultant will be responsible for the following functions:

- Review and provide the functional and technical requirements from the departments (Centre, State / UT and other involved stakeholders), internal auditors, social auditors and other experts.
- Develop user friendly internal audit frame work, update and improve the parameters in risk matrix, design standard concept documents, process flow documents, implement frame-work with in time period.

- Liaison with senior officers of the Government / Ministry to operationalize and integrate the analytical framework with existing systems and internal audit.
- Development of tools for integration and validation of data from various schemes.
- Undertake field visits whenever required and provide the necessary data online during audit tour.
- Collect, Analyse and synchronise data in r/o of various schemes of MoRD.
- Develop interface of database with Grameen Internal Audit Portal (GRIP) of this Ministry
- Work on improvement of GRIP.
- Use data analytics tools for analyses of data and training.
- Assist in drafting and finalisation of Audit reports after incorporating relevant data.
- Assist to prepare plan for IT Audit and conduct IT Audits and submit reports.
- Must be aware of Computer Aided Audit tools[CAAT].
- Undertake other works, which may be assigned from time to time by the reporting authority.
- Prepare and submit monthly updates on Internal Audit.

3. Competencies

- Proficiency in MS Office, application testing, basic knowledge of mobile technologies, data analysis, data mining and reports.
- Experience in designing tools and strategies for data collection, analysis and production of reports
- Expertise in deriving reports from different databases and culling out reports on schemes using big data tools to facilitate internal audit and analysis
- Excellent communication and presentation skills, analytical and interpersonal Working knowledge of Hindi is also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to States / UTs and districts to provide technical assistance and ability to work on different assignments simultaneously to meet the timelines for assignments.

4. Required Skill and Experience

i. Education :

Post Graduate (Computer Science / Information Technology / Electronics) or MBA (Information Technology / System) **OR**

Graduate in B. Tech (Information Technology / Computer Science / Electronics) with MBA (full time) from a recognized university affiliated with UGC / AICTE

ii. **Post qualification Experience:**Min 3 years.

iii.**Language:**

- Fluency in English or Hindi is essential.
- Good Communication Skills.

5. **Age :**Upper age limit is 45 years as on last date of application.

6. **Duration of Contract:**One year. Contract may be renewed based on performance. The remuneration and other benefits may be revises on renewal.

7. **Remuneration and Benefits:**

The Sr. IT Consultant will be paid a monthly remuneration in the range of **INR 70,000 to 80,000** inclusive of all taxes for the contract duration. In addition, monthly mobile allowance of INR 1500 will be paid. IT Equipment such as Laptop and data card will be provided to the consultant. The remuneration will be commensurate with skills and experience. The TA& DA will be as per the norms of NIRD& PR.

8. **Other terms and conditions of contract:**

- In case of resignation, one month of notice is to be served by the candidate.
- Should be ready to travel anywhere in India for the project.

A. **General Instructions:**

Submission of Applications

- All the eligible candidates are required to submit details through on-line application to the prescribed format through **on-line**.
- Only shortlisted candidates selected on the basis of education and experience will be called for interview. The short-listed candidates are required to produce documents in regard to age, educational qualifications, experience etc.
- The last date for receiving applications through online is **15.12.2019**.

- The interviews will be conducted on the premises of NIRD&PR, Rajendranagar, Hyderabad
- Shortlisted candidates will be informed only through online (e-mail)
- Candidates are advised to **submit the applications only through online portal in the prescribed format as available on the website www.nirdpr.org.in or <http://career.nirdpr.in/>**

Assistant Registrar (E)
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