

NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ
(Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad 500030

Advt. No. CHR/D/SAGY/09/2018

The National Institute of Rural Development and Panchayati Raj (NIRDPR) proposes to engage the services of suitable candidate on temporary basis on contract for the project post of **Senior Administrative Assistant** for the **Sansad Aadarsh Gram Yojana (SAGY)** Division of Ministry of Rural Development, Government of India for a period of six months to one year depending upon the performance of the candidate or till the project is co-terminus, whichever is earlier. The details of the project, consolidated remuneration, qualifications, experience, age, etc., are as follows:

Name of the Project Post	Qualifications	Experience	Job Description	Project consolidated Remuneration
Senior Administrative Assistant Post - 1	<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none"> • Degree in any discipline. • Age should be in between 45 – 62 years. 	<ul style="list-style-type: none"> • Should have minimum 15 years of experience in administrative and accounts related issues • Excellent communication, writing and drafting skills • Fluency in English, Telugu and Hindi • Computer literacy and ability to work efficiently in MS Office 	<ul style="list-style-type: none"> • He / She will work closely with the Professor & Head, CHR/D and Nodal Officer of SAGY Division • He / she should assist the P&H (CHR/D) and Nodal Officer (SAGY) in research and training activities of the Project / Centre. • Should have the knowledge of filing, noting, office management, etc., • Any other official work assigned by P&H (CHR/D) from time to time 	<ul style="list-style-type: none"> - Rs. 25,000/- to Rs.30,000/- per month - Place of Work is in SAGY Division of CHR/D, NIRDPR - Weightage will be given to the experienced persons of Central Government Services

Note: The last date for receipt of the on-line applications is 2nd October, 2018 (Apply Online through <http://14.139.87.214:1025>)

Dr. Gyanmudra
Prof. & Head (CHR/D) & Nodal Officer (SAGY)