



**National Institute of Rural Development & Panchayati Raj**  
Rajendranagar, Hyderabad-500 030

**Centre for Wage Employment and Livelihoods (CWEL)**

**Advt. No. 34/2022**

**File No. NIRDPR/CWEL/Recruitment-AAP/2022**  
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National Institute of Rural Development and Panchayati Raj (NIRDPR) an autonomous organization under the Ministry of Rural Development, Govt. of India. It Proposes to engage the services of suitable candidates for various positions on contract basis for providing support in implementation of **Annual Action Plan (AAP) under Mahatma Gandhi NREGS Project** of Centre for Wage Employment and Livelihoods (CWEL), Centre for Social Audit (CSA), Centre for Natural Resource Management, Climate Change and Disaster Management (CNRM&CCDM) and Centre for Geo- Informatics Application in Rural Development (C-GARD) of NIRDPR.

**The specific educational and experience requirements for the project positions are furnished below:**

S.No.	Name of the Centre and Project Coordinator	Position to be Advertised	No. of Positions	Age	Remuneration (Rs.)	Qualifications	Experience	Specific Job Requirements
1	Centre for Wage Employment and Livelihoods (CWEL)	Research Associate (Time and Motion Study)	1	28-40 Years	Rs. 40000	Post Graduate Engineering in M.Tech (Civil)	Minimum 2 years' of work Experience in development sector with Govt. Experience with Time and Motion Study and similar	Able to support Time and Motion Studies of MGNREGS in different States (Collecting Data, Training, Analysis and

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							studies will be given preference.	coming out SoR). Fluency in Hindi and English languages
2	<b>Centre for Wage Employment and Livelihoods (CWEL)</b>	Junior Fellow (Time and Motion Study)	1	40-65 Years	Rs. 60000	Post Graduate Engineering in M.Tech (Civil)	Minimum 10 years' of work Experience in development sector with Govt. Experience in fixation of SoRs in MGNREGS/ PWD. Working knowledge of fixation of Consumer Price Index etc Experience with Time and Motion Study and similar studies will be given preference.	Able to take up Time and Motion Studies of MGNREGS in different States (Collecting Data, Training, Analysis and coming out SoR).  Liaison with NIC, DRD, Monitoring and managing the TMS across States / UTs.  Fluency in Hindi and English languages
3	<b>Centre for Wage Employment and Livelihoods (CWEL)</b>	Training Manager (MGNREGS)	2	30 to 55 Years	Rs. 40000	Post Graduate in any discipline preferably Business Administration (HR) / Social Science/ Rural Development & Social Work.	Minimum 3 years of work experience in Govt. sector. At least 2 years of experience in coordinating Training programmes under MGREGS.	Knowledge of training strategies. Create monthly dashboards on training progress. Designing the effective execution of the trainings under MGNREGS. Hands on experiences on Training Management Portal/ Other such systems.  Fluency in Hindi and English languages
4	<b>Centre for Wage Employment and Livelihoods (CWEL)</b>	Research Associate (MGNREGS)	2	30 to 55 Years	Rs. 40000	Post Graduate degree in Statistics, Social Science, Economics, Social Work and Rural Development.	Minimum 3 years of experience in Govt. projects. 2 years of research experience under Mahatma Gandhi NREGS projects and preference will be given if at	Designing the research proposal with sound methodology. Preparing the data collection tools. Involvement in Primary Data Collection. Supervising the

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							least one research paper published.	Data Collection through Investigators, Using Qualitative Data Collection Method (PRA Techniques etc.) to secure relevant data, Analysis of Data, Capturing Case Studies, Collecting the Literature Reviews. Report Writing. Any Other Works as assigned by Study Team. Fluency in Hindi and English languages
5	Centre for Wage Employment and Livelihoods (CWEL)	Junior Fellow (MGNREGS )	2	35 to 55Years	Rs. 60000	Post Graduate degree in Statistics, Social Science, Economics, Social work, Rural Development  Preference will be given to Ph.D in the above disciplines	Minimum 10 years work experience. With at least 5 years work experience in MGNREGS on Training / Research / Monitoring and Evaluation. Working knowledge on SPSS and secondary data / preference will be given if at least one research paper / Manual/ Training Module/ SoP/ Guidelines published.	Should be able guide the Team preparing guidelines, SOP regarding capacity building program. Organise orientation workshop related to subject matter. Organizing video conference and review workshop. Conduct monitoring visits. Conducting training of trainers. Facilitate development of training material and its translations into local languages. Develop Audio-Visual content as per training material Preparation and update of Standard Guidelines, Operational manuals Training Manuals of MGNREGS. Designing the research

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								proposal related to MGNREGS with sound methodology. Preparing the data collection tools. Involvement in Primary Data Collection. Supervising the Data Collection through Investigators, Conducting Qualitative Data Methods (PRA Techniques etc) to secure relevant data, Analysis of Data, Capturing Case Studies, Collecting the Literature Reviews. Report Writing. Fluency in Hindi and English languages
6	<b>Centre for Wage Employment and Livelihoods (CWEL)</b>	Project Assistant cum Accountant	1	30 to 55 Years	Rs. 40000	Post Graduate in finance / Masters in Business Administration (Specialization in Finance) or CA inter	Minimum 3 years of work experience in office administration and accounting At least 2 years in Government office.	knowledge and experience in computer applications, office management and knowledge of Tally are essential Support in office administration and maintain the accounting of the center Fluency in Hindi and English languages
7	<b>Centre for Social Audit (CSA)</b>	Training Manager (Social Audit)	1	30 to 55 Years	Rs. 40000	Post Graduate in any Social Science/ Rural Development & Management / Social Work.	Minimum 3 years of work experience in Govt. sector. At least 2 years in Social Audit related Trainings.	Knowledge of training processes and implementation strategies. Create monthly dashboards on training progress. Designing the effective execution of the trainings under Social Audit

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								Hands on experiences on Training Management Portal/ Other such systems. Support the Centre administration and HR related activities. Fluency in Hindi and English languages
8	Centre for Social Audit (CSA)	Research Associate (social Audit)	1	30 to 55 Years	Rs. 40000	Post Graduate in any Social Science/ Rural Development & Management / Social Work.	Minimum 3 years of work experience in Govt. sector. At least 2 years in conduct of Research related to Social Audit	Designing the research proposal related to Social Audit with sound methodology. Preparing the data collection tools. Involvement in Primary Data Collection. Supervising the Data Collection through Investigators, Conducting Qualitative Data Methods (PRA Techniques etc) to secure relevant data, Analysis of Data, Capturing Case Studies, Collecting the Literature Reviews. Report Writing. Any Other Works as assigned by Study Team Fluency in Hindi and English languages
9	Centre for Social Audit (CSA)	Junior Fellow (Social Audit)	1	35 to 55 Years	Rs. 60000	Post Graduate degree in Statistics, Social Science, Economics, Social work.  Preference will be given to Ph.D in the above disciplines	Minimum 10 years of work experience in Govt. Sector. At least 5 years in Social Audit especially in conducting Research/ Training /Pilot Audits/Test Audits of RD Programmes.	Conduct regular training need analysis and identifying critical training requirements of Social Audit resources persons across the country, establish coordination with stakeholders for effective management of different

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								<p>training programmes. Should be able guide the Team on preparing guidelines, SOP regarding capacity building program. Organise orientation workshop related to subject matter. Organizing video conference and review workshop. Conduct monitoring visits. Conducting training of trainers. Facilitate development of training material and its translations into local languages. Develop Audio-Visual content as per training material</p> <p>Ensuring adequate facilities, training aid and material related to subject matter. Preparation and update of Standard Guidelines, Operational manuals Training Manuals Develop Protocols of Pilot Audits/ Special Audits/ Test Audits Evaluate performance of the SAUs as per Auditing standards for Social Audits.</p> <p>Fluency in Hindi and English languages</p>
10	<b>Centre for Geo-Informatics</b>	Training Manager (GIS, Remote)	2	30 to 55 Years	Rs. 40000	Post Graduate in M.Tech in Geo-informatics /	Minimum 2 years of work experience for M.Tech in	Support in training programmes related to GIS

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	<b>Application in Rural Development (C-GARD)</b>	Sensing)				Geomatics/ Remote Sensing or equivalent or M.Sc / BE in Geo-informatics / Geomatics/ Remote Sensing or equivalent	relevant field.  Minimum 3 years of work experience for M.Sc/ Graduate in relevant field	and RS of Mahatma Gandhi NREGA GIS support for project execution towards data readiness/compilation  Support States in implementation of Geo MGNREGA  Satellite data Analysis for project execution in monitoring and evaluation study.  Fluency in Hindi and English languages
11	<b>Centre for Natural Resource Management, Climate Change and Disaster Management (CNRM&amp;CCDM)</b>	Junior Fellow (Environmental Science and Climate change)	1	35-55 Years	Rs. 60000	Post Graduate degree in Environmental Science/Natural Resource Management/ Climate Change and Disaster Management  Preference will be given to Ph.D in the above disciplines	10 years of experience with Minimum with 5 years' experience in environmental studies	Developing Research, related to Mahatma Gandhi NREGS in the area of natural resource management, climate change and disaster management. Preparation of standard guidelines, operation manuals, training manuals, project proposals, project reports, defining the sets of outcome, managing project/training works and making recommendations for improving the same. Coordination of training and research programmes of CNRMCC&DM  Fluency in Hindi and English languages

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12	<b>Centre for Natural Resource Management, Climate Change and Disaster Management (CNRM&amp;CCDM)</b>	Research Associate (Environmental Science and Climate change)	2	30-55 Years	Rs. 40000	Post Graduate in Environmental Sciences/ Natural Resource Management/ Climate Change/ Disaster Mitigation	Minimum 3 years of experience in Govt. projects. 2 years of research experience in relevant field	Assisting in developing research and consultancy programmes, data collection and analysis Assisting in Preparation of project/research reports and publications related to the same. Collecting field data and undertaking statistical analysis for reporting purposes. Assisting in organising training and capacity building programmes. Fluency in Hindi and English languages

#### **General Conditions:**

- An application fee of Rs.300/- should be paid by General/OBC/EWS candidates through Demand Draft, to be drawn in favour of NIRD&PR, payable at Hyderabad. No application fee for SC/ST/PWD candidates.
- The candidates should apply through online registration available on the website <http://career.nirdpr.in/> within 15 days from the date of publication of advertisement.
- The print-out of filled-in application form (available on the website) along with Demand Draft, if any is to be sent to National Institute Of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad -500 030.
- Full name of the applicant and the application number should be mentioned on the reverse of the demand draft.
- Application form along with the demand draft, if any should reach NIRD&PR within 7 days from the last date of submission of online application.



- The service of selected Project Officers (PO) and Consultant may be terminated with advance notice of 45 days by NIRD&PR or the selected candidate can leave the appointment by advance notice of 60 days to the NIRD&PR. However, NIRDPR 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 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 shortlisted candidates will be informed about the date, time and venue of the interview.
- The last date for submitting applications online is 06.10.2022 till 05:30p.m (within 15 days from the date of publication of advertisement).
- Last date for receipt of Demand Draft along with the application form is 13.10.2022. (within 7 days from the last date for submission of online application).
- Applications received after the due date and time will not be considered.

Assistant Director,  
Administration (Section-I)