



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
RAJENDRANAGAR : HYDERABAD -500 030

Advt.No.35/2022

File no. NIRD&PR/ADMNSECTION-I/5/2022

Comp no.14441

NIRDPR is a premier Institute providing training, research and consultancy activities in the field of rural development. The Institute is looking forward to engage the services of **Receptionists** at its Hostel Facility, on contract basis:

2. Qualifications:

- a. Graduation in any discipline.
- b. Preference will be given to the candidate possessing higher qualification and experience in relevant field.

3. Experience:

- a. Minimum 03 years of working experience as receptionist in recognized residential training institute/educational institute/recognized organization of National repute.
- b. Good Communication soft skills in English, Hindi and Telugu.
- c. Proficiency in computer operation and MS office management.

4. Age: Not exceeding 35 years.

5. Consolidated remuneration: Rs.30,000/- p.m.

6. Number of Positions: 08 (06-UR, 01-OBC & 01-SC)

7. Nature of Appointment: Temporary engagement initially for one year. Further extension may be given as per the needs of the Institute and performance.

General Conditions:

- Number of vacancies is indicative. It may increase or decrease as per the institutes requirement.
- This assignment is purely temporary 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
- Age, experience and qualification will be reckoned as on the date of this notification.
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualifications, experience etc. in exceptional cases
- The candidates are supposed to bring their pass port size photo along with a copy of their resume, one copy of educational and experience certificates for submission.
- The candidates are also requested to bring their original educational and experience certificates for verification at the time of interview.
- The Walk-in Interview will be held on **02.11.2022** from 10:00 am onwards at Vikas Auditorium, NIRDPR, Rajendranagar, Hyderabad.

Sd/-
Assistant Director
Administration (Section-I)