



# National Institute of Rural Development

(An Organization of the Ministry of Rural Development, Government of India)

Rajendranagar, Hyderabad – 500 030

NIRD&PR is a premier Institute of National and International repute in terms of capacity-building and research in the realm of Rural Development and related aspects. The National Rural Livelihoods Mission Resource Cell of NIRDPR (NRLMRC) is the National Resource Cell of DAY-NRLM, Ministry of Rural Development, Govt. of India.

The Institute proposes to engage the services of suitable candidates on contract basis for the various project positions on project mode for NRLMRC. Applications are invited from the interested candidates for the following positions. All the positions are in NRLMRC Hyderabad except for one position of Dy. Director, which is in Guwahati.

<b>Sl.No.</b>	<b>Name of the Post</b>	<b>No. of post(s)</b>
1	Deputy Director	02
2	Mission Manager-IBCB	01
3	Mission Manager-SI&SD	01
4	Mission Manager-Non-Farm Livelihoods	01
5	Mission Manager-Farm Livelihoods	01
6	Mission Executive-IBCB	01
7	Mission Executive- SI&SD	01
8	Mission Executive- Financial Inclusion	01
9	Mission Executive- Farm Livelihoods	01
10	Mission Executive- Non-Farm Livelihoods	01
11	Junior Mission Executive	01
12	Accounts Officer	01
13	Office Assistant	01

Last date for submission of online application is **13th June, 2022**.

For each position, detailed terms of reference, job description, age limit, qualification, experience, remuneration, online registration, application submission and other details, please visit:

<http://career.nirdpr.in/>

Advt.No.18/2022

File No: NIRD&PR-NRLMRC/REC/2018-19

Comp.no. E 7106

Sd/-

Assistant Registrar (E)

## Terms of References for NRLM RC Project Staff

S NO	Position	ToR	
1	Deputy Director	Job Description	<p>Within the overall guidance and supervision of Director NRLM RC, is responsible for the following</p> <ul style="list-style-type: none"> <li>• Assist in Vision Building for NRLM RC and implementation of Vision and Mission of NRLM RC.</li> <li>• Coordination and communication with DAY NRLM, MoRD and SRLMs</li> <li>• CB planning of NRLM RC and Implementation</li> <li>• Preparation of Action Plan with appropriate training modules, training material and documentation</li> <li>• Obtaining approval of TQIMC for all the types of training and workshops</li> <li>• Coordinating with NRLM RC, Guwahati for compilation and updation of progress (Physical and Financial) on all themes</li> <li>• Updation of resource pool of supporting trainers and external experts (NRPs, CRPs, NCRPs etc.) and engage them in NRLM RC activities.</li> <li>• Supervise the functioning of NRLM RC supporting staff and take necessary action for strengthening of planning and implementation.</li> <li>• Communicating with NROs, NGOs and academic centres of NIRDPR</li> <li>• Supervision of administration and accounts related to activities of NRLM RC</li> <li>• Preparation of appraisal reports on progress</li> <li>• Any other work assigned by Director, NRLM RC</li> </ul>
		Age	Below 55 years
		Qualification	<p>Any Post-Graduation from UGC recognised universities or Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions like NIRDPR, IRMA, IIM, etc. Preference will be given to candidates with Ph.D in subjects related to the Socio Economic development of rural areas.</p>
		Experience	<p><b>Essential</b>                      Minimum of 20 years of overall experience in rural development in which 12 Years of experience at senior and middle managerial level in SRLM/NMMU/NRLMRC/academic institutions/Any NGO working with SHGs &amp; SHG Federations/ FPOs/ Community Institutions</p> <p>In case of Candidates with PhD, minimum 12 years of overall experience in Rural Development /Academics at Institution level , in which 8 Years of work experience in SRLM/NMMU/NRLMRC/ Academic Institutions/Any NGO working with SHGs &amp; SHG Federation setc, at National level.</p>

			<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in all thematic areas (IBCB, SISD, FI, Livelihoods) of NRLM activities</li> <li>• Working with partner resource institutions on large poverty reduction and livelihoods projects based on building SHGs and SHG Federations</li> <li>• Mobilization of rural communities and SHG groups in association with village level functionaries</li> <li>• Training of Trainers and Managing Community Training</li> <li>• Conducting workshops, seminars, meetings etc.,</li> <li>• Conducting field and exposure visits</li> <li>• Conducting studies on development aspects and submit appraisal reports.</li> <li>• Training and Capacity Building of Staff &amp; Community members, leaders, cadres and institutions</li> <li>• Working with Resource Pools and Resource Organizations while managing training function in large rural development projects</li> <li>• Design and implementation of participatory training and capacity building modules, which include session plan, appropriate course material suitable to different clientele etc</li> <li>• Administrative and field experience in handling and monitoring of poverty alleviation projects</li> <li>• Documentation of Best Practices and its utilisation as course material.</li> <li>• Report preparation and submission in relevant formats as per the guidelines</li> <li>• Computer Skills and preparation of PPT presentation</li> </ul>
		Salary	<p>Consolidated Pay of Rs. 1,20,000/ per month  Consolidated Pay of Rs.1,50,000/ per month for deserving candidates with PhD</p>
2	Mission Manager - SISD	Job Description	<p>Being key thematic person, within the overall guidance and supervision of Director / Deputy Director NRLM RC, is responsible for the following</p> <ul style="list-style-type: none"> <li>• Coordination and communication with SRLMs, NRPs and subject experts and support to NMMU</li> <li>• Contribution to development of thematic strategy</li> <li>• Development and implementation of Thematic CB planning of NRLM RC and Implementation for NRLM functionaries</li> <li>• Preparation of thematic Action Plan with appropriate training modules, training material and documentation</li> <li>• Submission of thematic training material for timely approval TQIMC</li> <li>• Conducting ToTs, off-campus, workshops etc</li> <li>• Support to SIRD&amp;PRs and Coordination with SRLMs in conducting cascading training programs.</li> <li>• Conducting field and exposure visits</li> </ul>

		<ul style="list-style-type: none"> <li>• Documentation of best practices / Case Studies and its utilisation as course material.</li> <li>• Bringing innovations in training delivery and update the modules</li> <li>• Collecting and documenting feedback on resource persons and programmes through TMP</li> <li>• Processing of thematic special proposals from NMMU and SRLMs</li> <li>• Dealing with all NRP and NCRP related matters in the thematic area</li> <li>• Communicating with NGOs, state and district level SRLM functionaries</li> <li>• Raising e-office files for all the matters related to the theme for timely action on the matters related to administration and accounts</li> <li>• Preparation of state-wise status paper on status of implementation of thematic area</li> <li>• Maintain data base on trainings o the thematic area</li> <li>• Preparation of thematic appraisal reports</li> <li>• Coordination with other academic centres of NIRDPR</li> <li>• Any other work assigned by Director/ Deputy Director, NRLM RC</li> </ul>
	Age	Below 50 years
	Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions likeNIRDPR ,IRMA, IIM, etc.
	Experience	<p><b>Essential</b> Minimum of 10 years of overall experience in rural development sector in general in which 7 Years of experience at middle managerial level in SRLM/NMMU/NRLMRC/Any NGO/SHG federations on SHG related matters in the concerned thematic area.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Mobilization of rural communities and SHG groups in association with village level functionaries</li> <li>• Training of Trainers and Managing Community Training</li> <li>• Conducting workshops, seminars, meetings etc,.</li> <li>• Conducting field and exposure visits</li> <li>• Conducting studies on development aspects and submit appraisal reports.</li> <li>• Training and Capacity Building of Staff &amp;Community members, leaders, cadres and institutions</li> <li>• Working with Resource Pools and Resource Organizations while managing training function in large rural development projects</li> <li>• Design and implementation of participatory training and capacity building modules, which include session plan, appropriate course material suitable to different clientele etc</li> <li>• Administrative and field experience in handling and monitoring of rural development projects</li> </ul>

			<ul style="list-style-type: none"> <li>• Documentation of Best Practices and its utilisation as course material.</li> <li>• Report preparation and submission in relevant formats as per the guidelines</li> <li>• Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated Pay of Rs. 1,00,000/- per month
3	Mission Manager - Farm Livelihoods	Job Description	<p>Being key thematic person, within the overall guidance and supervision of Director / Deputy Director NRLM RC, is responsible for the following</p> <ul style="list-style-type: none"> <li>• Coordination and communication with SRLMs, NRPs and subject experts and support to NMMU</li> <li>• Contribution to development of thematic strategy</li> <li>• Development and implementation of Thematic CB planning of NRLM RC and Implementation for NRLM functionaries</li> <li>• Preparation of thematic Action Plan with appropriate training modules, training material and documentation</li> <li>• Submission of thematic training material for timely approval TQIMC</li> <li>• Conducting ToTs, off-campus, workshops etc</li> <li>• Support to SIRD&amp;PRs and Coordination with SRLMs in conducting cascading training programs.</li> <li>• Conducting field and exposure visits</li> <li>• Documentation of best practices / Case Studies and its utilisation as course material.</li> <li>• Bringing innovations in training delivery and update the modules</li> <li>• Collecting and documenting feedback on resource persons and programmes through TMP</li> <li>• Processing of thematic special proposals from NMMU and SRLMs</li> <li>• Dealing with all NRP and NCRP related matters in the thematic area</li> <li>• Communicating with NGOs, state and district level SRLM functionaries</li> <li>• Raising e-office files for all the matters related to the theme for timely action on the matters related to administration and accounts</li> <li>• Preparation of state-wise status paper on status of implementation of thematic area</li> <li>• Maintain data base on trainings o the thematic area</li> <li>• Preparation of thematic appraisal reports on progress</li> <li>• Coordination with other academic centres of NIRDPR</li> <li>• Any other work assigned by Director /</li> </ul>
		Age	Below 50 years
		Qualification	Any Post-Graduation from UGC recognised universities (or)

			Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions like NIRDPR ,IRMA, IIM, etc.
		Experience	<p><b>Essential</b> Minimum of 10 years of overall experience in rural development sector in general in which 7 Years of experience at middle managerial level in SRLM/NMMU/NRLMRC/Any NGO working with SHGs &amp; SHG Federations at state Level in Farm Livelihoods.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working with resource institutions in implementation of different rural development programs for SHGs and SHG Federations</li> <li>• Mobilization of rural communities and SHG groups in association with village level functionaries</li> <li>• Training of Trainers and Managing Community Training</li> <li>• Conducting workshops, seminars, meetings etc.,</li> <li>• Conducting field and exposure visits</li> <li>• Conducting studies on development aspects and submit appraisal reports.</li> <li>• Training and Capacity Building of Staff &amp;Community members, leaders, cadres and institutions</li> <li>• Working with Resource Pools and Resource Organizations while managing training function in large rural development projects</li> <li>• Design and implementation of participatory training and capacity building modules, which include session plan, appropriate course material suitable to different clientele etc</li> <li>• Administrative and field experience in handling and monitoring of rural development projects</li> <li>• Documentation of Best Practices and its utilisation as course material.</li> <li>• Report preparation and submission in relevant formats as per the guidelines</li> <li>• Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated Pay of Rs. 1,00,000/- per month
4	Mission manager - Non-Farm Livelihoods	Job Description	<p>Being key thematic person, within the overall guidance and supervision of Director / Deputy Director NRLM RC, is responsible for the following</p> <ul style="list-style-type: none"> <li>• Coordination and communication with SRLMs, NRPs and subject experts and support to NMMU</li> <li>• Contribution to development of thematic strategy</li> <li>• Development and implementation of Thematic CB planning of NRLM RC and Implementation for NRLM functionaries</li> <li>• Preparation of thematic Action Plan with appropriate training modules, training material and</li> </ul>

		<p>documentation</p> <ul style="list-style-type: none"> <li>• Submission of thematic training material for timely approval TQIMC</li> <li>• Conducting ToTs, off-campus, workshops etc</li> <li>• Support to SIRD&amp;PRs and Coordination with SRLMs in conducting cascading training programs.</li> <li>• Conducting field and exposure visits</li> <li>• Documentation of best practices / Case Studies and its utilisation as course material.</li> <li>• Bringing innovations in training delivery and update the modules</li> <li>• Collecting and documenting feedback on resource persons and programmes through TMP</li> <li>• Processing of thematic special proposals from NMMU and SRLMs</li> <li>• Dealing with all NRP and NCRP related matters in the thematic area</li> <li>• Communicating with NGOs, state and district level SRLM functionaries</li> <li>• Raising e-office files for all the matters related to the theme for timely action on the matters related to administration and accounts</li> <li>• Preparation of state-wise status paper on status of implementation of thematic area</li> <li>• Maintain data base on trainings for the thematic area</li> <li>• Preparation of thematic appraisal reports on progress</li> <li>• Coordination with other academic centres of NIRDPR</li> <li>• Any other work assigned by Director / Deputy Director, NRLM RC</li> </ul>
	Age	Below 50 years
	Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions like NIRDPR ,IRMA, IIM, etc.
	Experience	<p><b>Essential</b> Minimum of 10 years of overall experience in rural development sector in general in which 7 Years of experience at middle managerial level in SRLM/NMMU/NRLMRC/Any NGO working with SHGs &amp; SHG Federations at state Level in Non-Farm Livelihoods</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working with resource institutions in implementation of different rural development programs for SHGs and SHG Federations</li> <li>• Mobilization of rural communities and SHG groups in association with village level functionaries</li> <li>• Training of Trainers and Managing Community Training</li> <li>• Conducting workshops, seminars, meetings etc.,</li> <li>• Conducting field and exposure visits</li> <li>• Conducting studies on development aspects and submit appraisal reports.</li> </ul>

			<ul style="list-style-type: none"> <li>• Training and Capacity Building of Staff &amp; Community members, leaders, cadres and institutions</li> <li>• Working with Resource Pools and Resource Organizations while managing training function in large rural development projects</li> <li>• Design and implementation of participatory training and capacity building modules, which include session plan, appropriate course material suitable to different clientele etc</li> <li>• Administrative and field experience in handling and monitoring of rural development projects</li> <li>• Documentation of Best Practices and its utilisation as course material.</li> <li>• Report preparation and submission in relevant formats as per the guidelines</li> <li>• Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated pay of Rs. 1,00,000/- per month
5	Mission Manager - IBCB	Job Description	<p>Being key thematic person, within the overall guidance and supervision of Director / Deputy Director NRLM RC, is responsible for the following</p> <ul style="list-style-type: none"> <li>• Coordination and communication with SRLMs, NRPs and subject experts and support to NMMU</li> <li>• Contribution to development of thematic strategy</li> <li>• Development and implementation of Thematic CB planning of NRLM RC and Implementation for NRLM functionaries</li> <li>• Preparation of thematic Action Plan with appropriate training modules, training material and documentation</li> <li>• Submission of thematic training material for timely approval TQIMC</li> <li>• Conducting ToTs, off-campus, workshops etc</li> <li>• Support to SIRD&amp;PRs and Coordination with SRLMs in conducting cascading training programs.</li> <li>• Conducting field and exposure visits</li> <li>• Documentation of best practices / Case Studies and its utilisation as course material.</li> <li>• Bringing innovations in training delivery and update the modules</li> <li>• Collecting and documenting feedback on resource persons and programmes through TMP</li> <li>• Processing of thematic special proposals from NMMU and SRLMs</li> <li>• Dealing with all NRP and NCRP related matters in the thematic area</li> <li>• Communicating with NGOs, state and district level SRLM functionaries</li> <li>• Raising e-office files for all the matters related to the theme for timely action on the matters related to administration and accounts</li> <li>• Preparation of state-wise status paper on status of implementation of thematic area</li> <li>• Maintain data base on trainings o the thematic area</li> <li>• Preparation of thematic appraisal reports on progress</li> </ul>



			<ul style="list-style-type: none"> <li>• Coordination with other academic centres of NIRDPR</li> <li>• Any other work assigned by Director / Deputy Director, NRLM RC</li> </ul>
		Age	Below 50 years
		Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions like NIRDPR, IRMA, IIM, etc.
		Experience	<p><b>Essential</b> Minimum of 10 years of overall experience in rural development sector in general in which 7 Years of experience at middle managerial level in SRLM/NMMU/NRLMRC/Any NGO working with SHGs &amp; SHG Federations at state Level in Institution Building and Capacity Building (IBCB)</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working with resource institutions in implementation of different rural development programs for SHGs and SHG Federations</li> <li>• Mobilization of rural communities and SHG groups in association with village level functionaries</li> <li>• Training of Trainers and Managing Community Training</li> <li>• Conducting workshops, seminars, meetings etc.,</li> <li>• Conducting field and exposure visits</li> <li>• Conducting studies on development aspects and submit appraisal reports.</li> <li>• Training and Capacity Building of Staff &amp; Community members, leaders, cadres and institutions</li> <li>• Working with Resource Pools and Resource Organizations while managing training function in large rural development projects</li> <li>• Design and implementation of participatory training and capacity building modules, which include session plan, appropriate course material suitable to different clientele etc</li> <li>• Administrative and field experience in handling and monitoring of rural development projects</li> <li>• Documentation of Best Practices and its utilisation as course material.</li> <li>• Report preparation and submission in relevant formats as per the guidelines</li> <li>• Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated pay of Rs. 1,00,000/- per month
6	Mission Executive - Non Farm Livelihoods	Job Description	<p>Being supporting staff to the concerned thematic Mission Manager (Non-Farm Livelihoods), is responsible for the following</p> <ul style="list-style-type: none"> <li>• To assist in all the activities of Mission Manager (Non-Farm Livelihoods)</li> <li>• To assist in the activities of other Mission Managers</li> <li>• To assist the activities related to the administration and accounts</li> </ul>

			<ul style="list-style-type: none"> <li>To assist and maintain all the records in the respective thematic areas</li> <li>Any other work assigned by Deputy Director / Mission Manager, NRLM RC</li> </ul>
		Age	Below 45 years
		Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions like NIRDPR ,IRMA, IIM, etc.
		Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum of 5 years of overall experience in development sector in general, in which 2 years of relevant experience in formulation and implementation of non-farm livelihood projects.</li> </ul> <p><b>Desirable:</b> Work experience in</p> <ul style="list-style-type: none"> <li>Project implementation units of Government &amp; Non-Government organisations in rural development</li> <li>Conducting Training &amp; Workshops</li> <li>Administration and Accounts</li> <li>Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated pay of Rs. 65,000/- per month
7	Mission Executive – Farm Livelihoods	Job Description	<p>Being supporting staff to the concerned thematic Mission Manager (Farm Livelihoods), is responsible for the following</p> <ul style="list-style-type: none"> <li>To assist in all the activities of Mission Manager (Farm Livelihoods)</li> <li>To assist in the activities of other Mission Managers</li> <li>To assist the activities related to the administration and accounts</li> <li>To assist and maintain all the records in the respective thematic areas</li> <li>Any other work assigned by Deputy Director / Mission Manager, NRLM RC</li> </ul>
		Age	Below 45 years
		Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions like NIRDPR ,IRMA, IIM, etc.
		Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum of 5 years of overall experience in development sector in general, in which 2 years of relevant experience in formulation and implementation of farm livelihood projects.</li> </ul>

			<p><b>Desirable:</b> Work experience in</p> <ul style="list-style-type: none"> <li>• Project implementation units of Government &amp; Non-Government organisations in rural development</li> <li>• Conducting Training &amp; Workshops</li> <li>• Administration and Accounts</li> <li>• Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated pay of Rs. 65,000/- per month
8	Mission Executive - IBCB	Job Description	<p>Being supporting staff to the concerned thematic Mission Manager (Institution Building &amp; Capacity Building - IBCB), is responsible for the following</p> <ul style="list-style-type: none"> <li>• To assist in all the activities of Mission Manager (IBCB)</li> <li>• To assist in the activities of other Mission Managers</li> <li>• To assist the activities related to the administration and accounts</li> <li>• To assist and maintain all the records in the respective thematic areas</li> <li>• Any other work assigned by Deputy Director / Mission Manager, NRLM RC</li> </ul>
		Age	Below 45 years
		Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions like NIRDPR, IRMA, IIM, etc.
		Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years of overall experience in development sector in general, in which 2 years of relevant experience in formulation and implementation of IBCB projects.</li> </ul> <p><b>Desirable:</b> Work experience in</p> <ul style="list-style-type: none"> <li>• Project implementation units of Government &amp; Non-Government organisations in rural development</li> <li>• Conducting Training &amp; Workshops</li> <li>• Administration and Accounts</li> <li>• Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated pay of Rs. 65,000/- per month
9	Mission Executive - SISD	Job Description	<p>Being supporting staff to the concerned thematic Mission Manager (Social Inclusion and Social Development - SISD), is responsible for the following</p> <ul style="list-style-type: none"> <li>• To assist in all the activities of Mission Manager (SISD)</li> <li>• To assist in the activities of other Mission Managers</li> </ul>

			<ul style="list-style-type: none"> <li>• To assist the activities related to the administration and accounts</li> <li>• To assist and maintain all the records in the respective thematic areas</li> <li>• Any other work assigned by Deputy Director / Mission Manager, NRLM RC</li> </ul>
		Age	Below 45 years
		Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions likeNIRDPR ,IRMA, IIM, etc.
		Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years of overall experience in development sector in general, in which 2 years of relevant experience in formulation and implementation of SISD projects.</li> </ul> <p><b>Desirable:</b> Work experience in</p> <ul style="list-style-type: none"> <li>• Project implementation units of Government &amp; Non-Government organisations in rural development</li> <li>• Conducting Training &amp; Workshops</li> <li>• Administration and Accounts</li> <li>• Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated pay of Rs. 65,000/- per month
10	Mission Executive – Financial Inclusion	Job Description	<p>Being supporting staff to the concerned thematic Mission Manager (Financial Inclusion – FI)), is responsible for the following</p> <ul style="list-style-type: none"> <li>• To assist in all the activities of Mission Manager (SISD)</li> <li>• To assist in the activities of other Mission Managers</li> <li>• To assist the activities related to the administration and accounts</li> <li>• To assist and maintain all the records in the respective thematic areas</li> <li>• Computer Skills and preparation of PPT presentation.</li> <li>• Any other work assigned by Deputy Director / Mission Manager, NRLM RC</li> </ul>
		Age	Below 45 years
		Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions likeNIRDPR ,IRMA, IIM, etc.
		Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years of overall experience in development sector in general, in which 2</li> </ul>

			years of relevant experience in formulation and implementation of SISD projects. <b>Desirable:</b> Work experience in <ul style="list-style-type: none"> <li>• Project implementation units of Government &amp; Non-Government organisations in rural development</li> <li>• Conducting Training &amp; Workshops</li> <li>• Administration and Accounts</li> <li>• Computer Skills and preparation of PPT presentation</li> </ul>
		Salary	Consolidated pay of Rs. 65,000/- per month
11	Accounts Officer	Job Description	Being in-charge of Administration and Accounts of NRLM RC, within the overall guidance and supervision of Director/Deputy Director NRLM RC, is responsible for the following <ul style="list-style-type: none"> <li>• Vetting Budgets of various programs of NRLM RC</li> <li>• Vetting NRPs Resource fee, TA Bills, Staff TA Bills and other payments of NRLM RC.</li> <li>• Liaison with the Accounts Department of NIRD&amp;PR on behalf of NRLM RC regarding the approvals and releases of budgets and bills of NRLM RC.</li> <li>• Liaison with the Auditors of C&amp;AG, Internal &amp; External auditors with regarding to the audit of financial statements and issue of Utilisation Certificates from time – to -time.</li> <li>• Any other work assigned by Director / Deputy Director , NRLM RC</li> </ul>
		Age	Below 45 years
		Qualification	Post-graduation in Commerce or MBA or CA Inter.
		Experience	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Minimum of 8 years of experience in Administration &amp; Accounts in general, in which 5 years of relevant experience in in development sector.</li> </ul> <b>Desirable:</b> Work experience in <ul style="list-style-type: none"> <li>• Project implementation units of Government &amp; Non-Government organisations in rural development</li> <li>• Dealing with matters related for conducting Training &amp; Workshops</li> <li>• Experience in Tally or any other accounting package.</li> <li>• Computer Skills and preparation of PPT presentation.</li> </ul>
		Salary	Consolidated pay of Rs. 65,000/- per month
12	Junior Mission Executive	Job Description	Being supporting staff to the Deputy Director and Mission Managers, is responsible for the following <ul style="list-style-type: none"> <li>• To assist in all the activities of Deputy Director / Mission Managers</li> <li>• To assist the activities related to the administration and accounts</li> <li>• To assist and maintain all the records in the respective thematic areas</li> </ul>

			• Any other work assigned by Deputy Director / Mission Manager, NRLM RC
		Age	Below 35 years
		Qualification	Any Post-Graduation from UGC recognised universities (or) Full time PG diploma in Development studies or allied areas/ Rural Development / Rural Management / Sustainable Development from reputed institutions.
		Experience	Minimum 3 years of overall experience in development sector in general, in which minimum 2 years of relevant experience at state (SRLMs)/National level (NMMU) – Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations
		Salary	Consolidated pay of Rs.45,000 /- per month
13	Office Assistant	Job Description	Computer scanning, photo copying, binding, Packing and dispatching and maintenance of office etc, Any other work assigned
		Age	Below 25 years.
		Qualification	Intermediate in any discipline
		Experience	Minimum of two years' experience as Attendant with sound knowledge in office maintenance and classrooms including audio visual and other IT related requirements
		Salary	Consolidated pay of Rs. 15,000/- per month

**Other General Conditions:**

1. All the posts are purely on contract basis, based at NIRDPR, Hyderabad.
2. The tenure of contract will be for a period of 1 year, extendable based on performance
3. Higher remuneration shall be paid in the case of deserving candidates.
4. TA/DA and any other provisions for project staff are based on terms and conditions governing the rules of NIRDPR from time to time.
5. The Competent Authority reserves the right to decide to fill or not to fill these advertised posts.
6. NIRDPR reserves the rights to alter or modify the hiring process.
7. In case of any dispute/ ambiguity that may occur in the process, the decision of the Institute shall be final.
8. Previous / Current salary / pension certificates must as a proof along with the application for experienced candidates.
9. Canvassing in any form will be treated as disqualification.

**For retired central government employees only (As amended from time-to-time)**

10. As per the OM NO.F.No.3-25/2020-E.IIIA, dt.9.12.2020 of Ministry of Finance, the retired employees cannot be employed beyond 5 years after superannuation. Candidates should not have crossed 63 years of age.
11. Retired employees from Audit wing of Indian Audit & Accounts Department and should have drawn at least from the Grade pay of Rs.4800 but not more than Rs.6,600 (7th Pay Commission) at the time of retirement. Experience Retired employees of Indian Audit & Accounts Department, with field experience in transaction and Performance audit. Knowledge of MS Word and Excel is preferable.
12. Their remuneration will be regulated as per Government of India, Ministry of Finance OM NO. F.No.3-25/2020-E.IIIA, dt.9.12.2020 issued for regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees, i.e., Basic Pay at the time of retirement minus Pension. A fixed amount towards Transport allowance will be paid in addition to the remuneration, as mentioned above, as per OM ibid. No increase in remuneration is allowed during the contract period, as per OM ibid.

