NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(An Organization of Ministry of Rural Development, Government of India**)**
Rajendranagar, Hyderabad-500 030.
***

Advt. No. 16/2019
(No.NIRDPR/Admn.A/A5/2019/28)

1.   NIRDPR is the country's apex organisation for undertaking training, research and action research and consultancy in all aspects of rural development. NIRDPR invites online applications for two posts of **Assistant Registrar** (Group 'A' Non-academic) on Deputation basis :

2.   **Eligibility** for the post viz. qualifications, experience, age and pay matrix, etc. are as follows:

i) ASSISTANT REGISTRAR (GROUP 'A') – TWO POSTS ON DEPUTATION BASIS for a period **not exceeding three years** on such terms and conditions governing the deputation in Government of India from time to time**.**

Essential :

i)   A Degree from a recognized University

ii) Should hold analogous post at Level 11 (as per 7th CPC) on regular basis in any Central/State Govt./Autonomous organisations under Central/State Government.

OR

Should be working in any Central/State Govt. at Level 10 (as per 7th CPC) for atleast 5 years/ working in autonomous organisations under Central/State Govt. at equivalent pay level with a minimum experience of 15 years.

iii) Fully conversant with the Government rules and regulations/ office procedures and administrative matters/ maintenance of accounts/stores/purchase procedures/ maintenance of equipment and supply, estate maintenance.

Desirable:

Post-Graduation/Degree in Law/Master in Business Administration (MBA)/Degree or Diploma in Personnel Management from a recognised University.

Age: **Maximum 56 years** as on closing date of application**.**

__Pay in the Pay Matrix as per 7th CPC : Level 11__ *(pre-revised 6th CPC Rs.15600-39100 plus GP of Rs.6600)*

__GENERAL CONDITIONS:__

1. Employed personnel should submit their applications through proper channel. Advance copies within prescribed due date will be considered. However, applicants will have to produce **NO OBJECTION CERTIFICATE** from the employer at the time of interview.

2. Pay certificate duly signed by the pay drawing authority should be attached along with details of experience and present status.

3. Mere fulfilment of the qualifications prescribed does not entitle the candidate to be called for interview.

4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.

5. Only Indian Nationals are eligible to apply.

6. No correspondence will be entertained from the candidates regarding postal delays, short-listing, reasons for not being called for interview, selection or appointment.

7. Experience and qualification will be reckoned as on the last date of submission of application. Clear quality Xerox attested copies of all important certificates and documents must be uploaded with the online application.

8. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.

9. Institute reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change. The Institute may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.

10. Canvassing in any form will be treated as disqualification.

11. Candidate selected for the post has to stay compulsorily in the campus.

12. The Competent Authority reserves the right to decide to fill up or not to fill up these advertised posts.

13. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.

14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

15. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

16. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.

17. Application incomplete in any respect and not accompanied by relevant certificates/documents/ photograph will be summarily rejected.

18. The tenure of deputation basis will be for a period not exceeding three years on such terms and conditions governing the deputation in Government of India from time to time.

19. The candidate may ensure that the following documents along with the application may be forwarded by their cadre controlling authorities/ Head of departments
    i. Vigilance Clearance;
    ii. Integrity certificate;
    iii. No Objection Certificate from the forwarding authority; and
    iv. Photocopies of ACRs/APARs of last five years

20. The candidates applying on deputation basis after submission of online application shall take a print out of application and apply through his / her parent organisation to forward the same along with Vigilance Clearance, Integrity Certificate, NOC from forwarding authority and photocopies of ACRs/ APARs and send the application to Assistant Registrar (E), National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad-500030, so as to reach him on or before *10.11.2019 by 05.30 PM*.

The appointment will be subject to the Provisions of the Institute rules and subject to the concurrence from the Government of India.

Interested candidates may apply through **Online Registration** available on the website www.nirdpr.org.in on or before *10.11.2019 (*5.30 PM**).**

Assistant Registrar (E)