

## **NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**

(An Organization of the Ministry of Rural Development, Govt. Of India)

Rajendranagar, Hyderabad 500030

### **WALK IN INTERVIEW ON 24.10.2017**

The NIRDPR is a premier Institute providing training, research and consultancy activities in rural development. NIRDPR invites applications from the qualified and experienced persons for the position of Office Support on a temporary basis on contract for the projects called “Communication Resource Unit (CRU) for the UNICEF and Sansad Adarsh Gramin Yojana (SAGY” on project mode for a period of one year and extendable by one more year depending upon the satisfactory performance of the candidate. The details of the consolidated remuneration, qualification, experience, age, etc., are mentioned below:

<b>Name of the Project Post</b>	<b>Qualifications</b>	<b>Experience</b>	<b>Job Description</b>	<b>Project consolidated Remuneration</b>
<b>Office Support CRU &amp; SAGY (Attender)</b>  <b>Post – (2)</b>	<p style="text-align: center;"><b><u>Essential</u></b></p> <ul style="list-style-type: none"><li>• SSC or Intermediate Pass</li><li>• Language skills in Telugu and Hindi</li></ul> <p style="text-align: center;"><b><u>Desirable</u></b></p> <ul style="list-style-type: none"><li>• Courteous, pleasant and initiates help &amp; support when necessary</li></ul>	<ul style="list-style-type: none"><li>• 2 years of previous experience in similar role</li></ul>	<ul style="list-style-type: none"><li>• Assist CRU / SAGY team in office functions, filing, organizing files and file movement</li><li>• Assist in procurement of consumables, inventory and log</li><li>• Office up keeping, assist in hospitality and office visitors</li><li>• Assist in making necessary arrangements for meetings, workshops and trainings</li></ul>	<b>Rs.8,500/- per month</b>

**The candidates are advised to go through the advertisement thoroughly.**

Qualified and interested candidates may come for the **walk-in-interview on 24<sup>th</sup> October, 2017 at 9.00 AM at Seminar Hall – VII (Admn. Block) of this Institute along with original certificates, Photostat copies, experience certificate(s) and a recent passport size photograph.**

**General conditions:**

- This project assignment is purely temporary, co-terminus and does not entail any kind of regular appointment in NIRD&PR in future
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards 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

**Project Director (CRU-UNICEF & SAGY)**