

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ**  
**(Ministry of Rural Development, Government of India)**  
**Rajendranagar, Hyderabad – 500 030**

**INTERNAL ADVERTISEMENT FOR THE POST OF**  
**“OFFICER ON SPECIAL DUTY TO DEPUTY DIRECTOR GENERAL”**

NIRD&PR invites applications for the position of “**OSD to Deputy Director General**”. The position is purely temporary on short term contract basis. All the eligible contractual employees of NIRD&PR can apply.

**Essential Qualifications and Experience**

- A Post graduate Degree or Post graduate Diploma in Rural Development Management or Agri-business Management or equivalent education from the Institutes viz., IIM, IRMA, NIRDPR, XIMB, TISS and XISS or equivalent recognised institutions with at least five-years of work experience in Rural Development Sector.

**Essential**

- Good communication and negotiation skills including drafting skills.
- Experience in project designing and formulation at National and International level.
- Proficiency in IT skills like use of EXCEL and SPSS for analysis and high speed in type writing.
- Proficiency in English and Hindi languages

**Number of Positions:** ONE.

**Age:** Below 40 years.

**Period of Engagement:** Initial engagement will be for one year and extendable based on the performance and co-terminus with the project.

**General Conditions :**

- i) The offered assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future.
- ii) In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
- iii) Canvassing in any form will be treated as disqualification.
- iv) No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.



v) The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.

**Job chart of OSD to DDG:**

To assist the Deputy Director General

- 1) Matters referred to by the MoRD, policy related issues like RGSA, GPDP, MGNREGA etc.
- 2) In all matters of training.
- 3) To research the literature and prepare background notes on topics related to rural development.
- 4) Analyse data pertaining to come up with measures related to NRLM, RSETI, MGNREGA, and other MoRD schemes.
- 5) Matters related to the Post graduate programme in rural development and measures to improve the same.
- 6) New initiatives related to rural development.
- 7) Develop formats for streamlining various admn. matters.

There is no prescribed application. However, candidates shall submit their latest CVs/Resume with exclusive mention about fulfilment of prescribed qualification, age and experience.

Interested candidates may please send their latest CV / resume to the email – danamitha.nird@gov.in

Only shortlisted candidates will be called for Interviews. All communications will be through e-mail. Hence, all candidates are advised to mention clearly their e-mail/contact number in their application.

Last date for receipt of CV/Resume is **4.00pm** on **dt.06.09.2018**,

  
28/9/2018  
Assistant Registrar (E)

**Copy to:**

All Heads of the Centers/ Units for circulations in their centres / Units.  
Mr. D.S.R Murthy, CICT for uploading in NIRD&PR website.  
All Notice Boards.