



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(An Organisation of the Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad -500030

NIRD&PR is country's apex organization for undertaking training and research in various aspects of rural development. NIRD&PR invites applications in prescribed format for filling up the following posts on Deputation/ Direct Recruitment basis, as the case may be:

- i) Administrative Officer, NIRDPR-NERC, Guwahati (1 post)
- ii) Senior Medical Officer at NIRDPR, Hyderabad (1 post)
- iii) Assistant Librarian at NIRDPR Headquarters and NERC, Guwahati (1 post each)
- iv) Security Officer at NIRDPR, Hyderabad (1 post)
- v) Junior Hindi Translator at NIRDPR, Hyderabad (1 post)
- vi) Pharmacist at NIRDPR, Hyderabad (1 post)
- vii) Library and Information Assistant at NIRDPR, Hyderabad (1 post)

For details, visit www.nird.org.in.

Last date –27.06.2016

Advt. No.4/2016 (Admn.A/A5/2016/49)

Sd/-
Assistant Registrar



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DETAILED INFORMATION FOR WEBSITE

1. NIRD&PR is the country's apex organization for undertaking training, research and action research and consultancy in all aspects of rural development.
2. NIRD&PR invites application in prescribed format for filling up the following of Group 'A', Group 'B' (Non-academic) and Group 'C' (Non-academic) posts on Deputation/ Direct Recruitment basis.
3. **Eligibility** for the posts viz. qualifications, experience, age, scale of pay and job description, etc. are as follows:

1) ADMINISTRATIVE OFFICER AT NIRDPR NORTH EASTERN REGIONAL CENTRE, GUWAHATI – 1 POST –Group A

(On deputation basis initially for a period not exceeding three years likely to be extended further in terms of DoPT O.M.No. 6/8/2009-Estt.(Pay-II), dt.17.06.2010 read with O.M.No.2/6/16-Estt.(Pay-II), dt.17.2.2016)

Essential Qualification:

- i) A degree from a recognized university.
- ii) Minimum five years experience in a responsible/ supervisory/ administrative position in Government/ Quasi Government / Academic or Autonomous organization with at least 3 years in the Grade Pay of Rs.4600/-.
- iii) Should be conversant with the Government rules and regulations/ Office procedures and administrative matters/ maintenance of accounts / stores purchase and maintenance of equipment, estate/hostel maintenance.

Desirable Qualification :

1. Post Graduate/ Degree in Law/MBA/Degree or Diploma in Personnel Management from a recognized University.
2. Experience of working in North Eastern region.

Age: Below 45 years

Scale of pay :Rs.15,600-39,100 with GP of Rs.5400/-

Job Description :

The Administrative Officer will be functioning under the direct supervision of the Director, NIRDPR-NERC, Guwahati. The broad functions of the Administrative Officer would be to assist the Director on matters pertaining to :

- i) Personnel, Establishment and Administrative matters including stores purchase etc. estate maintenance i.e. maintenance of buildings, roads, allotment of staff quarters, gardens, electricity, transport, sanitation and such other allied matters.
- ii) Work relating to various meetings and follow up action on various items of meetings.
- iii) Make administrative arrangements for training courses/ workshops, seminars, conferences including supervision of lodging and boarding facilities at the hostels for the participants of the training programmes and guest etc.
- iv) Supervision of accounts and finance work at the Regional Centre, Guwahati.
- v) Any other functions assigned from time to time.

2) SENIOR MEDICAL OFFICER AT NIRDPR, HYDERABAD – 1 POST (ON DEPUTATION/ DIRECT) – Group A

Essential Qualification:

- i) MBBS from a recognized University
- ii) About 10 years experience as Assistant Civil Surgeon.

Desirable Qualification :

- i) M.D. in any major discipline preferably in General Medicine or Diploma in any subject.

Scale of Pay : Rs.15600-39100 + GP Rs.6600/-

Job Description :

- i) Senior Medical Officer will be in-charge of the Health Centre
- ii) Senior Medical Officer is required to attend to the medical attendance requirements of the employees and their family members, campus residents, participants in various training programmes and other VIPs visiting the Institute.

Senior Medical Officer of the organized medical and health services of the Central or State Governments fulfilling the above requirements can be considered for appointment on deputation basis.

Rent free unfurnished accommodation will be provided in the campus.

3) ASSISTANT LIBRARIANS (1 POST AT NIRDPR, HYDERABAD and 1 AT NIRDPR NORTH EASTERN REGIONAL CENTRE, GUWAHATI ON DIRECT RECRUITMENT) - (1 UR , 1 OBC) – Group B

Essential Qualification:

- 1) Minimum second class Master's Degree from a recognized university, preferably in any of the social sciences with 50% marks or above.
- 2) Minimum Second Class Bachelor's Degree in Library and Information Science (BLiSc) with 50% or above.
- 3) Two years experience in Special library of standing with practical knowledge of Library automation and generation of computerized databases.

Desirable Qualification:

Second Class Master's degree in Library and Information Science (MLiSc) with 50% marks or above.

Age : Not exceeding 30 years (Relaxation in the upper age limit can be considered for candidates belonging to SC/ST/OBC/ Ex-Servicemen categories, as per norms, subject to production of required certificate).

Scale of Pay : Rs.9300-34800 + GP Rs.4200/-

Note: Persons with disabilities -one leg affected (OL), partially deaf (PD) and muscular weakness and limited physical endurance (MW) can also apply for the post.

Job Description :

1. Acquisition of Books, Placing orders and receiving Books.
2. Classification and Cataloguing of Books
3. Compilation of CDC Index (Journals / Books)
4. Compilation of Current Awareness Service/Alerts
5. Compilation of thematic Newspaper Clippings
6. Maintenance of Databases in Computers
7. Knowledge of writing abstracts for journal articles/books
8. Documentation and maintenance of NIRDPR publications/reports, etc.
9. Providing computer literature searches and bibliographies to library users
10. Data Entry of journals/books in library software LIBSYS
11. Knowledge of Web site Designing and Development
12. Writing Annotations for CDS

4) SECURITY OFFICER AT NIRDPR, HYDERABAD – 1 POST (DIRECT/ DEPUTATION) - Group B

Essential Qualification

i) Graduation

ii) Five Years' work experience in a supervisory position in vigilance, security, firefighting and investigation in matters of sabotages, pilferage, theft etc., with ability to maintain strict discipline, preferably in Police/ Para Military/ Armed Forces with knowledge of local languages i.e. Telugu/ Hindi/ Urdu.

iii) **Age:** Below 40 years (Relaxation in the upper age limit can be considered for candidates belonging to SC/ST/OBC/ Ex-Servicemen categories, as per norms, subject to production of required certificate)

Officials from Central or State Governments working in Departments as mentioned above fulfilling the essential qualifications can be considered for appointment on deputation basis.

Scale of Pay : Rs.9300-34800 + GP Rs.4600/-

iv) *Job Description* –

a) He will be overall in-charge for the security arrangement for NIRDPR Campus and also supervise deployment of watch & ward staff for the purpose.

b) He will also co-ordinate with other functionaries for making appropriate arrangement during the visit of VIPs to the campus and to liaison with local police stations for security arrangement as per requirement.

c) Any other related assignments as per instructions given by superiors from time to time.

5) JUNIOR HINDI TRANSLATOR AT NIRDPR, HYDERABAD – 1 POST (ON DIRECT RECRUITMENT) - (UR) - Group C

Essential Qualifications:

i) Master's Degree in English / Hindi with Hindi / English as a compulsory and elective subject at Degree level.

Or

Bachelor's Degree with Hindi and English as main subjects (which includes the term compulsory and elective).

ii) Two years experience of translation work from English to Hindi and vice-versa.

iii) Experience in proof reading and handling production of publications in Hindi.

Age: Below 30 years (Relaxation in the upper age limit can be considered for candidates belonging to SC/ST/OBC/ Ex-Servicemen categories, as per norms, subject to production of required certificate)

Scale of Pay : Rs.9300-34800 + GP Rs.4200/-

Note: Persons with disabilities one leg affected (OL), both legs affected (BL) and partially deaf (PD) can also apply for the post.

Job Description :

- i) Translation work of all publications, official orders, circulars, notings, etc., from English to Hindi and Hindi to English.
- ii) Any other work assigned by superiors from time to time.

6) PHARMACIST AT NIRDPR, HYDERABAD – 1 POST (ON DIRECT RECRUITMENT)- (UR) - Group C

Essential Qualification:

- i) S.S.C. with Diploma in Pharmacy

Age: Below 25 years (Relaxation in the upper age limit can be considered for candidates belonging to SC/ST/OBC/ Ex-Servicemen categories, as per norms, subject to production of required certificate)

Scale of Pay : Rs.5200-20200 + GP Rs.2800/-

Note: Persons with disabilities partially deaf (PD) and one leg affected (OL) can also apply for the post.

Job Description :

1. To ensure cleanliness of the dispensing room, replenishment of stocks, arranging of the medicines.
2. To correctly dispense medicines as per prescriptions issued by the Medical Officer(s) and ensure safe custody of the materials received.
3. To ensure that all patients coming to Health Centre are duly attended.
4. To maintain proper account of the items issued to him/her, dispensed by him and the balance in stock with him.
5. To draw non restricted medicines in demand register as per instructions laid down. Restricted medicines should be drawn on the instructions of the Medical Officer(s).
6. Maintenance and processing of bills/ claims submitted by suppliers, employees, etc.

7. To perform such other duties and emergency duties as and when asked by Medical Officer(s) / Superiors from time to time.

7) LIBRARY AND INFORMATION ASSISTANT AT NIRDPR, HYDERABAD – 1 POST (ON DIRECT RECRUITMENT / DEPUTATION)- Group C

Essential Qualification:

- i) Bachelor's Degree in social sciences and Degree/ Diploma in Library Science from a recognized university.

Desirable Qualification:

Atleast 10 yearsexperience in the pay scale of Rs.5200-20200 with Grade Pay of Rs.1900/- or equivalent/ 5 years experience in the pay scale of 5200-20200 with Grade Pay of Rs.2400/- or equivalent with experience of acquisition of books and periodicals and bibliographical work in a good library.

Age: Below 30years. No age bar for internal candidates and in respect of deputationists, GOI rules will be applicable (Relaxation in the upper age limit can be considered for candidates belonging to SC/ST/OBC/ Ex-Servicemen categories, as per norms, subject to production of required certificate)

Scale of Pay : Rs.Rs.9300-34800 + GP Rs.4200/-

Job Description :

- i) Creation and updation of Telugu and Hindi Books database
- ii) Updation of Children Books database
- iii) Compilation of CMRD (now CDC) periodical holding list
- iv) Supervision of counter duties, Xeroxing work and maintenance of Library Stacks
- v) Binding journals, Annual Reports, NIRDPR Training materials, CMRD (now CDC) publications

Note: Persons with disabilities one leg affected (OL) and one arm affected (OA) can also apply for the post.

General Conditions:

1. Employed personnel should submit their applications through proper channel. Advance copies/ direct applications 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. Candidates intending to apply either for Direct Recruitment or Deputation or for both should submit separate applications as per the prescribed formats.
3. In case of serving personnel, pay certificate duly signed by the pay drawing authority should be attached along with details of experience and present status.
4. Mere fulfilment of the qualifications prescribed does not entitle the candidate to be called for interview.
5. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
6. Canvassing in any form will be treated as disqualification.
7. No correspondence will be entertained as regards short-listing, calling for interview, selection or appointment.
8. Candidate selected for the post at Sl.No. (1) and one at Sl.No. (3) will be posted at NIRDPR-NERC, Guwahati
9. Candidates selected are likely to be posted at any place in India depending upon the requirements of the Institute.
10. Candidates selected for the post at Sl.No.2, 4 and 6 should stay in the campus of the Institute.
11. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
12. The Competent Authority reserves the right to decide to fill up or not to filling up these advertised posts.
13. The prescribed age of superannuation is 60 years for the employees of NIRDPR.
14. The application form may be downloaded from the NIRD&PR Website: www.nird.org.in
15. Prescribed applications duly filled-in, and supported by all relevant documents should reach the **Assistant Registrar (E)**, National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad-500030 positively on or before **27.06.2016**

Assistant Registrar (E)

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Rajendranagar, Hyderabad 500 030.

APPLICATION FORMAT FOR DIRECT RECRUITMENT

Application for the post of : _____

Passport size
Photo

1. a) Name in full(in capital letters) :
 - b) Father's/Husband's Name :
 - c) Whether belonging to : SC ST OC OBC
 - d) Place of birth :
 - e) Date of birth :
 - f) Age(in years) (as on last date of application) :
2. Permanent address :
 3. Address for correspondence :
 4. Email Address:
 5. Telephone No. (O) ® (M)
 6. Educational Qualifications:

Matriculation or equivalent examination onwards. Attach true copies attested by Gazetted Officer(Originals to be pRduced when called for interview)

Sl. No.	Examination passed	University/ Board	Year	Class/Division / Grade	% of marks	Subjects offered

7. Details of employment (details of present post at the beginning)

Office/Institution employed.	Date of joining	Date of leaving	Post held	Scale of pay	Basic pay Rs.	Total allowances Rs.	Total salary (Gross) Rs/.

(Please enclose attested copies of certificates/proof in support of employment and also certificate in support of last pay drawn duly signed by the present Drawing & Disbursing Officer)

8.. (a) Do you fulfill the essential qualifications ?

9. Any other relevant particulars not covered in the above columns.

10. Name & address of two references

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief.

I have also gone through the information containing full details of qualifications, terms and conditions of selection/appointment, job description etc. supplied to me along with this application form.

Place:

Signature of the applicant

Date _____

Name:-----

APPLICATION PROFORMA FOR DEPUTATION

SL.No		
1	Name and Address (In Block Letters)	
2	Date of Birth (In Christian era)	
3.i)	Date of entry into service	
3.ii)	Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News)</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post		
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9. In case the present employment is held on deputation/contract basis, please state:	

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

9.2 Note: Information under column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre /organisation but still maintaining a lien in his parent cadre/organisation

10. if any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		

<p>16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of ‘STC’ / ‘Absorption’/ ‘Re-employment are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”).</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidates)

Address _____

Date: _____

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular, if selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)