



NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYAT RAJ
(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad – 500 030

**INVITES APPLICATIONS FOR POSITIONS IN
NATIONAL RURBAN MISSION**

Applications are invited for the following positions –

Zonal Managers (2) and Associate, Strategic Planning and Management (2) on Project mode, on appointment by NIRD&PR to work at the RuRBAN Division, Ministry of Rural Development (MoRD), New Delhi for a period of one year.

Senior Training Manager (1) and Accountant (1) on Project mode, on appointment by NIRD&PR to work in RuRBAN Mission Project to be placed at CRI, NIRD&PR, Hyderabad for a period of one year.

The details of the eligibility, job description and other requirements are as follows:

One Position - Zonal Manager - Monitoring and Evaluation (M&E)	
Key Roles & Responsibilities	<ul style="list-style-type: none">• He/She will be responsible for overseeing the successful implementation of the programme across all States in the allocated Zone.• He/She will work under the direct supervision of the CPM and will report all the deliverables to the CPM.• In addition to overseeing the performance in States, the Zonal Manager will also have the thematic responsibility of Monitoring and Evaluation related activities of the programme.• He/She will be responsible for tracking and monitoring the programme milestones and report this regularly to the CPM.
Qualifications	Post graduate degree in Management/ Public Administration/ Rural Development from National/ International Universities /Institutes.
Experience	<ul style="list-style-type: none">• He/ She should have worked in Monitoring and Evaluation of government programmes at the National/ State level.• He/ She should have worked in the development sector and should have a work experience in the relevant field for 5- 10 years.• Familiarity with working State Governments will be an added advantage.
Maximum age	Not exceeding 45 years as on last date for submission of application
Last date for receipt of the application	26.11.2016

How to apply:

1. Applications should be uploaded online ([click here for online](#))
2. Copy of the online application (with registration number) along with your testimonials may be mailed to are.nird@gmail.com with a copy to crinirdpr@gmail.com.

Only shortlisted candidates will be called for a written test. The qualified candidates from the written test will be called for further interview. All communications will be through e-mail. Hence, all candidates are advised to clearly mention their e-mail/contact number in their application.

Detailed Role description of Zonal Manager (M&E):

The detailed role descriptions of Zonal Manager (M&E) are as follows:

1. Delivering key milestones w.r.t policy and programme implementation.
2. Monitoring the setting up of State Institutional Frameworks in States.
3. Handholding State Technical Agencies and State Nodal Agencies in identifying Rurban clusters and support in ICAPs preparation for all clusters.
4. Mobilizing ICAPs from States as per the set targets under the Mission.
5. Reviewing ICAPs and recommendations on ICAPs to Expert Committee for project approvals.
6. Policy Iterations at critical stages for smooth implementation of the Mission.
7. Reallocation of clusters and revised allocations for Phase 2 and 3 of the Mission.
8. Monitoring of implementation of works at the Rurban clusters.
9. Ensuring convergence of funds for the cluster in close co-ordination with the State Nodal agencies and SPMUs.
10. Inter-Ministerial coordination with Central Government Ministries to dovetail their schemes into Rurban Mission.
11. Coordinating and implementing training and capacity building programs for state agencies.
12. Coordination with IFD, accounts, audit for fund release.
13. Management of Mission related databases, websites, MIS, reporting systems.
14. Support in the administrative functioning of the Mission including management of Mission related internal work processes and decision making, internal coordination for communication with various departments, program logistics, coordination with resource institutions etc.

One Position - Zonal Manager -Infrastructure Planning	
Key Roles & Responsibilities	<ul style="list-style-type: none"> • He/She will be responsible for overseeing the successful implementation of the programme across all States in the allocated Zone. • He/She will work under the direct supervision of the CPM and will report all the deliverables to the CPM. • In addition to overseeing the performance in States, the Zonal Manager will also have the thematic responsibility of Infrastructure and Planning related activities. • In this thematic responsibility, he/she will work closely with the CPM and will also have overall responsibility to monitor the submission of ICAPs and conducting timely review of ICAPs.
Qualifications	Post graduate degree in Engineering / Planning/ Development Management from National/ International Universities / Institutes
Experience	<ul style="list-style-type: none"> • The Zonal Manager candidate should have relevant experience in infrastructure planning and execution. • He/She should have worked in infrastructure monitoring in Government programmes at the National/State level. • He/She should have work experience in the relevant field for 5-10 years • Familiarity with working State Governments will be an added advantage
Maximum age	Not exceeding 45 years as on last date for submission of application
Last date for receipt of the application	26.11.2016

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Detailed Role description of Zonal Manager (Infrastructure Planning):

The detailed role descriptions of Zonal Manager (Infrastructure Planning) are as follows:

1. Delivering key milestones w.r.t policy and programme implementation.
2. Monitoring the setting up of State Institutional Frameworks in States.
3. Handholding State Technical Agencies and State Nodal Agencies in identifying Rurban clusters and support in ICAPs preparation for all clusters.
4. Mobilizing ICAPs from States as per the set targets under the Mission.
5. Reviewing ICAPs and recommendations on ICAPs to Expert Committee for project approvals.
6. Policy Iterations at critical stages for smooth implementation of the Mission.
7. Reallocation of clusters and revised allocations for Phase 2 and 3 of the Mission.
8. Monitoring of implementation of works at the Rurban clusters.
9. Ensuring convergence of funds for the cluster in close co-ordination with the State Nodal agencies and SPMUs.
10. Inter-Ministerial coordination with Central Government Ministries to dovetail their schemes into Rurban Mission.
11. Coordinating and implementing training and capacity building programs for state agencies
12. Coordination with IFD, accounts, audit for fund release.
13. Management of Mission related databases, websites, MIS, reporting systems.
14. Support in the administrative functioning of the Mission including management of Mission related internal work processes and decision making, internal coordination for communication with various departments, program logistics, coordination with resource institutions etc.

Two Positions - Associate Strategic Planning and Management	
Position	Associate, Strategic Planning and Management
Function	Project/ Program Management, Training and Capacity Building
TA/DA	As per norms of NIRD&PR
Essential Qualifications	Post graduate degree in Rural Development/Management/ GIS / MIS / any Social Science with strong academic background from Indian / Foreign university/ Institute
Experience	Minimum 3 years experience in the development sector/ MIS functions/GIS functions
Desirable Qualifications	<ul style="list-style-type: none"> • Project Management Professional (PMP) Certification or equivalent preferred • Post Graduate Diploma in Rural Development Management will be preferred • Strong skills in MS Office, MS Project or an equivalent project management tools, and workflow or data flow diagramming tools • Strong knowledge on MIS and GIS Applications
Maximum age	Not exceeding 45 years as on last date for submission of application
Last date for receipt of the application	26.11.2016

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Role Description

The key role is to support the Rurban Division and facilitate the development projects and their management, coordinating with States and handholding them in the Project Planning and preparation; Track the preparation process and ensure timely submission of proposals; Create a robust escalating process, identify tracks on the critical path and proactively apprise the Senior Management team on possible issues that may lead to delays in any of the tracks.

The role of MIS function associate would be to maintain data base on the project on regular basis. Create a dynamic MIS platform for tracking and monitoring the progress of the Mission. The role of the GIS function associate would be to maintain all GIS related data and help the States in the GIS functions and plan processes.

Competency Based Job Description

Project Monitoring

- Preparation and interface with Nodal Officers, Charge Officers etc. across all the State Governments to collate progress updated on individual project activities in order to report the overall status across project tracks;
- Analyze the overall impact of delays / overruns in Project timelines on critical deliverables and appropriately apprise the Senior Management;
- Monitor timelines and resources used and take action necessary;
- Training and Capacity Building Activities;
- Documenting learning's from each project track.

Reports & Documentation

- Create weekly / monthly / yearly reports, detailing the execution / preparation of various projects with respect to project plans and schedules, and circulate the same to Senior Management of review
- Create an integrated plan/schedule for review of progress of the identified Clusters, created reporting and escalation mechanisms
- Prepare MIS and Status Update for circulation to the top Management and other authorities

Required Competencies

Behavioural Competencies

Performance Excellence:

- Timely & Accurate Decisions
- Ownership of Decision
- Problem Solving Attitude
- Proactive Planning
- Foresight

<ul style="list-style-type: none"> ➤ Implementation of innovation based initiatives ➤ Focus on Continuous improvement <p>Team Excellence:</p> <ul style="list-style-type: none"> ➤ Serves as a Role Model ➤ Recognizes & Encourages Performance ➤ Efficient Flow of Information ➤ Collaborative Style of Working <p>Cultural Excellence:</p> <ul style="list-style-type: none"> ➤ Respect Towards Individual ➤ Open Work Environment ➤ Focus on Outcomes 	
One Position - Senior Training Manager	
Position	Senior Training Manager
Function	Project/ Program Management, Training and Capacity Building
TA/DA	As per norms of NIRD&PR
Essential Qualifications	Post graduate degree in any Social Science with strong academic background from Indian / Foreign university/ Institute
Experience	Minimum 10 years experience in associating in organising training programmes and training management.
Desirable Qualifications	<ul style="list-style-type: none"> • Training Management • Strong skills in MS Office, MS Project or an equivalent project management tools, and workflow or data flow diagramming tools
Maximum age	Not exceeding 45 years as on last date for submission of application
Remuneration	Rs. 40,000/- per month
Last date for receipt of the application	26.11.2016

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Role Description

- Preparation of training modules and materials for the courses on Convergence of programmes of various ministries with RuRBAN Mission
- Preparation of training modules and materials for the courses on RuRBAN Mission including ICAPs and CGF
- Preparing the session plans and training methodologies including icebreakers, role play, group discussions etc., under the guidance of Professor and Head of CRI
- Coordinating and maintaining liaison with outstation Training Programme Coordinators

and Venues (SIRDs, etc) for smooth conduct of Training Programmes,

- Coordinating Administrative activities of RuRBAN Project at CRI, NIRD&PR
- Laisoning with the concerned officials of RuRBAN Mission, MoRD
- Uploading activities of RuRBAN Mission project to NIRD&PR website as well as MoRD website.
- Maintaining accounts of RuRBAN Mission

One Position - Accountant	
Position	Accountant
Function	Managing Accounts of the Project
TA/DA	As per norms of NIRD&PR
Essential Qualifications	Any graduate with strong academic background from Indian / Foreign university/ Institute
Experience	Minimum 3 years of experience in Accounts and Audit in any Government Institutes / Universities
Desirable Qualifications	<ul style="list-style-type: none">• Strong Accounts background with strong skills in MS Office, TALLY and any accounts packages
Maximum age	Not exceeding 30 years as on October, 2016
Remuneration	Rs. 15,100/- per month
Last date for receipt of the application	26.11.2016

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Role Description

- Maintaining accounts of RuRBAN Mission
- Preparation of remuneration bills of the RuRBAN Mission Staff
- Verification of bills and preparation of payment vouchers, maintenance of accounts of the Project
- Preparation of statement of Expenditure and Utilisation Certificates as per Govt. of India Rules
- Field visits / tour as per the requirement
- Data entry and generation of reports in Tally 9, knowledge of TDS, provision of IT for TDS and e-TDS quarterly filling.
- Any other jobs assigned by Professor and Head, Centre for Rural Infrastructure

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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 submission of applications: 26.11.2016**General Conditions :**

The offered assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future.

- i) In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
- ii) Canvassing in any form will be treated as disqualification.
- iii) No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- iv) The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
- v) For further details, visit website: www.nird.org.in

**Assistant Registrar (E)
NIRD&PR, Hyderabad**