



National Institute of Rural Development and Panchayati Raj
(Ministry of Rural Development, Government of India)
Rajendra Nagar, Hyderabad 500030

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National Institute of Rural Development and Panchayati Raj (NIRDPR for brevity and used henceforth in this advertisement) proposes to engage the services of a suitable candidate purely on contractual and temporary basis for the post of 'PROGRAM OFFICER' (2 posts) for the Sansad Adarsh Gram Yojana (SAGY) on project mode, with place of work in the Ministry of Rural Development, New Delhi, for a period of one year. The monthly project remuneration will be in the range of ₹75,000/- to ₹1,20,000/- based on the qualifications and experience (with annual enhancement at the rate of 10 per cent). The term of the project post is co-terminus with the term of the project. Please see the following pages for details of qualifications, experience, age & Job Description, and the General Conditions laid down for this advertisement. The candidates are advised to go through the advertisement thoroughly for qualifications, experience, job description, General Conditions, etc., before applying.

Qualified and interested candidates should apply online through NIRD&PR Website www.nird.org.in.

The last date for submitting applications online is 22nd March, 2018. Applications submitted not through online, and applications received after due date will not be considered.

(Dr. Gyanmudra)
Professor & Head (CHRD/CRTC/CDC) &
Nodal Officer, SAGY-NIRDPR

Job Description

The Ministry of Rural Development launched the Saansad Adarsh Gram Yojana on 11th October 2014 with a goal to translate the comprehensive and organic vision of Mahatma Gandhi for an Ideal Indian Village and village swaraj to reality, keeping in view the present context. The Yojana aims at instilling certain values in the village and its people so that they get transformed into models for others. In this context, SAGY Division is looking for two dynamic individuals to support the ministry in anchoring various components of the programme. The selected candidate will be placed within the Ministry of Rural Development, New Delhi.

Duties and Responsibilities

The Programme Officer - Saansad Adarsh Gram Yojana (SAGY) will work under the guidance and supervision of the Joint Secretary, MoRD. The incumbent will be primarily responsible for supporting the Joint Secretary in coordinating the activities in the Ministry of Rural Development in the implementation of the Saansad Adarsh Gram Yojana (SAGY). S/he will regularly monitor the implementation of the programme and formulate action points to address the implementation issues. S/he will undertake any other task assigned by the Joint Secretary, MoRD.

Competencies

- Possesses in-depth knowledge of project management especially planning, designing, monitoring;
- Understands and applies fundamental concepts of Panchayati Raj, Participatory Planning, Convergence, etc.
- Building Strategic Partnerships- Establish, build and sustain effective partnerships and alliances;
- Possesses consultative and collaborative capacities.
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;
- Result-orientation and ability to develop strategic approaches;
- Identify problems and propose solutions;
- Demonstrates good knowledge of information technology and applies it in work assignments.

Knowledge and Skills

- Advanced capabilities in MS-Office, especially PowerPoint and Excel;
- Passion for and adequate understanding of development challenges and rural poverty reduction; Knowledge of community participation;
- Familiarity with government policies, programmes and government operational systems in India;
- Strong communication (written and oral) skills.

Language Requirements

- Fluency in English and Hindi is essential.

Qualifications and Experience

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| Qualification | : | Master's Degree or equivalent in Management, Rural Management/ Rural Development or related fields from reputed university/institutions like IIMs, IITs, IRMA, IIFM, TISS, XISS, XIMB etc. |
| Experience | : | At least seven years (post-masters) work experience preferably with rural development and poverty alleviation programmes; Project Management (Planning, designing, implementing, monitoring) experience focusing on livelihood enhancement and poverty alleviation; Experience of working in government programmes with special thrust on convergence and livelihood development is an asset. |
| Age | : | Maximum age limit is 45 years |

General conditions:

- i. Before applying, candidate should read the complete advertisement carefully and ensure that he/she fulfills the eligibility criteria in all respects.
- ii. Only on-line applications are accepted. Off-line applications will not be accepted.
- iii. Mere eligibility will not vest any right/entitlement on the candidate for being called for interview. In matters regarding eligibility and selection, NIRDPR's decision will be final and no correspondence will be entertained.
- iv. The place of posting is New Delhi and, therefore, the candidate selected should work at New Delhi. No request for change of place of work will be considered under any circumstances.

- v. In case of large number of applications, the Institute may shortlist the candidates as may be necessary;
- vi. NIRDPR reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases;
- vii. Project duration of the position indicated in the advertisement may vary, depending upon the requirement;
- viii. All qualifications should be from a recognized Indian University/Appropriate Statutory Authority.
- ix. If the information furnished by any candidate is found to be false at a later date, the selection/appointment shall be liable for termination in addition to initiating appropriate action.
- x. The candidate has to quote his/her system generated application number allotted for all future correspondence.
- xi. The shortlisted candidates will be informed about the date, time and venue of the Interview. All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application-form or by post. No telephonic or personal queries are entertained.
- xii. NIRDPR will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- xiii. Canvassing in any form will be a disqualification.

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