

To  
The Director General,  
National Institute of Rural Development & Panchayati Raj  
Rajendranagar, Hyderabad – 500030

**Sub: Application for contractual engagement as Programme Coordinator in the 100+ Panchayat Clusters Development Programme of NIRD&PR, Hyderabad**

Sir,

In reference to the advertisement published in the.....for contractual engagement of Programme Coordinators in your 100+Panchayat Clusters Development Programme, I offer myself as a candidate for the post.

I have thoroughly understood the information relating to contractual engagement of Programme Coordinators, the Profile of the Competencies Required and the Job Profile of Programme Coordinators for the 100+Panchayat Clusters Development Programme as stated in the detailed advertisement. I do hereby certify that I have all the qualifications, competencies and experiences required for the post. All the necessary details are presented in my CV enclosed as *Annexure-1*. I am agreeable to face a written test, interview etc. as you may require.

I do also certify that I will be able to join the post in any State in the country within 15 (fifteen) days from the date of receipt of appointment, if I am given an offer based on my eligibility.

Yours faithfully,

.....  
(Full Signature)

**Format for CV for Contractual Engagement of  
Programme Coordinators in the 100+ Panchayat Cluster Development  
Programme of NIRD&PR, Hyderabad**

**1. Personal Details**

Full Name of the Applicant (in Block Letters)	
Date of Birth	
Address for Correspondence	
E-mail Address	
Mobile No.	
Whether agreeable to be posted in any State in India and located in the place of posting and to undertake frequent and extensive travel in remote rural areas for providing support to GPs under the clusters and whether agreeable to abide by the terms and conditions of the assignment, if appointed	

**2. Highest Academic Qualifications (starting from graduation level and onward)**

Qualification	University/College	Subject	Year of completion	Percentage/Marks/ CGPA

**3. Employment-cum-Work Experience Details (relevant to providing support to Gram Panchayats)**

Organization	Duration	Designation	Brief about the Works Performed

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**4. Any Other Point Worth Mention**

**5. Name, Designation, Address, Mobile No., E-mail Address of two Referees**

**6. Declaration :**I hereby declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed.

.....  
(Full Signature of the Applicant)