

## DETAILED INFORMATION FOR WEBSITE OF NIRDPR

Advt. No.2/2016 (Admn.A/A5/2015/3)

### Norms and Criteria for selection to the post of Registrar & Director (Admn), National Institute of Rural Development & Panchayati Raj (NIRD & PR)

- i) Name of the Post : Registrar & Director (Administration)
- ii) No. of posts : 1 (one)
- iii) Pay Band and grade pay or pay scale : Band Pay of Rs.37,400-67,000 (PB4) plus Grade pay of Rs.8,700/-
- iv) Method of Recruitment: Deputation basis – Calling for applications by addressing (i) the Chief Secretaries / Director Generals of Police/Principal Chief Conservators of Forests of all States for circulating to all India Service Officers (IAS/IPS/IFS respectively) (ii) the Cadre Controlling Authorities of all the Central Group 'A' Services.
- v) Eligibility : Holding analogous posts i.e. in the scale of pay of Rs.37,400-67,000 (PB4) plus Grade pay of Rs.8,700/- or having 5 years experience in the scale of Rs.15,600-39,100/- with Grade Pay of Rs.7,600/- (PB3)
- vi) Experience :
- Essential : At least 5 years working experience in Group "A" Service in personnel and Administrative matters.
- Desirable : Working experience of academic/training institutions in the field of rural development policy and programme. Degree in Law.
- vii) Period of deputation : Period of deputation (including short-term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization or some other organization or department of the Central Government shall ordinarily not exceed **three** years. The maximum age limit for appointment by deputation shall be 56 years on the closing date of the receipt of applications.
- viii) Cooling off period : As per Government of India Rules.
- ix) Appointing Authority : Executive Council of NIRD&PR

- x) Duties and responsibilities:
- a) The Registrar & Director (Admn.) is in-charge of the Administration Branch of the Institute and responsible for general administration and assistance to the Deputy Director General in dealing with administrative matters/administrative arrangements such as seminars, conferences, training programmes, study tour, etc;
  - b) The Officer shall assist the Deputy Director General in matters pertaining to the Executive Council, General Council, Standing Committees and other Parliament related works.
  - c) The Officer is responsible for the maintenance and deployment of the Institute's vehicles, procurement of stores, etc.;
  - d) The Officer is the Controlling Officer and Disciplinary Authority for certain categories of staff.
  - e) The Officer is also Warden of the Guest Houses in the Institute.
  - f) The Officer is the Welfare Officer of the Campus.
  - g) The Officer is declared a Faculty Member in terms of DoPT OM No.13024/1/2008-Trg.I., dt.05.09.2008. The Officer is required to take part in the academic activities of the Institute and is entitled to 30% of basic as training allowance.

**Other Conditions:**

1. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. **Disqualification** – No person, -
- (a) who has entered into or contracted a marriage with a person having a spouse living; or
  - (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

3. **Power to relax** – Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules except condition 2 above with respect to any class or category of persons.
4. **Saving** – Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
5. The other instructions issued by the DoPT from time to time on the above subject may also be followed.
6. The following documents also need to be sent with the application
- i. Vigilance Clearance;
  - ii. Integrity certificate;
  - iii. Major/minor penalty of statement during the last 10 years;
  - iv. Cadre clearance from the cadre controlling/appointing authority, if applicable; and
  - v. Photocopies of ACRs/APARs of last five years duly attested by an officer not below the rank of Under Secretary to the Government of India. If for some reasons, the ACRs/APARs of the officers have not been written for a particular year or a part (for more than three months) of a year, a “No Report Certificate” (NRC) for that period may be sent along.
7. Applications in the prescribed format should be sent through the Cadre Controlling Authority / Department of applicant to Assistant Registrar (E), NIRD&PR, Hyderabad. Details regarding qualifications and experience along with application form may be downloaded from [www.nird.org.in](http://www.nird.org.in). Names of only such officials who are clear from the vigilance angle may kindly be forwarded on or before **May 16, 2016**

**Assistant Registrar(E)**