



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(An Organisation of the Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad -500 030

NIRD&PR is country's apex organization for undertaking training and research in various aspects of rural development. NIRD&PR invites online applications for **Two posts of Assistant Registrars (Group 'A' Non-academic)** on **Deputation** basis.

For details & online registration, visit www.nird.org.in.

Last date – 13.11.2018

Advt. No.19/2018
(No.Admn.A/A5/2018/33)

Sd/-
Assistant Registrar (E)

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(An Organization of Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad-500 030.

Advt. No.19/2018
(Admn.A/A5/2018/33)

1. NIRD&PR is the country's apex organisation for undertaking training, research and action research and consultancy in all aspects of rural development.
2. NIRD&PR invites online applications in the prescribed format for the two posts of **Assistant Registrars** (Group A Non-academic) on Deputation basis .
3. **Eligibility** for the post viz. qualifications, experience, age and scale of pay, etc. are as follows:

i) ASSISTANT REGISTRAR (GROUP 'A') – TWO POSTS ON DEPUTATION BASIS
for a period **not exceeding three years** on such terms and conditions governing the deputation in Government of India from time to time.

Qualifications & Experience:

Essential :

- i) A Degree from a recognised University
- ii) Minimum 5 years experience in a responsible/ supervisory/ administrative position in Govt./quasi-government/academic/autonomous organisation.
- iii) Fully conversant with the Govt. rules and regulations/ office procedures and administrative matters/ maintenance of accounts, stores, purchase procedures, maintenance of equipment and supply/ estate maintenance.

Desirable:

Post Graduation/ Degree in Law/ Master in Business Administration (MBA)/ Degree or Diploma in Personnel Management from a recognised University.

Note: In case of persons with high academic qualifications such as MBA, personnel management, qualifications prescribed at item (ii) and (iii) may be relaxed.

Age: Below 45 years.

Pay in the Pay Matrix as per 7th CPC : Level 11 – Rs.67700 (pre-revised 6th CPC Rs.15600-39100 plus GP of Rs.6600)

GENERAL CONDITIONS:

1. Employed personnel should submit their applications through proper channel. Advance copies 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. Pay certificate duly signed by the pay drawing authority should be attached along with details of experience and present status.
3. Mere fulfilment of the qualifications prescribed does not entitle the candidate to be called for interview.
4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
5. Only Indian Nationals are eligible to apply.
6. No correspondence will be entertained from the candidates regarding postal delays, short-listing, reasons for not being called for interview, selection or appointment.
7. Experience and qualification will be reckoned as on the last date of submission of application. Clear quality Xerox attested copies of all important certificates and documents must be uploaded with the online application.
8. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
9. Institute reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change. The Institute may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
10. Canvassing in any form will be treated as disqualification.

11. No correspondence will be entertained as regards short-listing, calling for interview, selection or appointment.
12. Candidate selected for the post has to stay compulsorily in the campus.
13. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
14. The Competent Authority reserves the right to decide to fill up or not to filling up these advertised posts.
15. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.
16. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
18. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
19. Application incomplete in any respect and not accompanied by relevant certificates/documents/ photograph will be summarily rejected.
20. The tenure of deputation basis will be for period not exceeding three years on such terms and conditions governing the deputation in Government of India from time to time.
21. The candidate may ensure that the following documents along with the application may be forwarded by their cadre controlling authorities/ Head of departments
 - i. Vigilance Clearance;
 - ii. Integrity certificate;
 - iii. No Objection Certificate from the forwarding authority; and
 - iv. Photocopies of ACRs/APARs of last five years
22. The candidates applying on deputation basis after submission of online application shall take a print out of application and apply through his / her parent organisation to forward the same along with Vigilance Clearance, Integrity Certificate, NOC from forwarding authority and photocopies of ACRs/ APARs and send the application to Assistant Registrar (E), National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad-500030, so as to reach it on or before **13.11.2018 by 05.30 PM.**

The appointment will be subject to the Provisions of the Institute rules and subject to the concurrence from the Government of India.

Interested candidates may apply through [Online Registration](#) available on the website www.nird.org.in on or before **13.11.2018 (5.30 PM)**.

Assistant Registrar (E)

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
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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

<p>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.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
<p>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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<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</p>		

circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”).	
18. Whether belongs to SC/ST	

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)