



Centre for Wage Employment
National Institute of Rural Development & Panchayati Raj
Rajendranagar, Hyderabad-500 030
Information Sheet
Project Based Recruitment of Temporary Staff for
Training and Research Projects in

The Centre for Wage Employment (CWE) and the Centre for Social Audit (CSA) of NIRD&PR, is recruiting Research Associates, Training Managers, Senior Consultants and Project Assistants for temporary project positions. The appointment is for one year and extendable to a maximum period of three years depending on performance. The salary, educational qualifications and experience is detailed below:

Salary, educational qualifications and experience for the project positions

Project Position	Monthly consolidated salary	Essential Qualification	Desirable Qualification	Experience
Training Manager (One position CSA)	Rs. 40,000	Masters in any Social Science / management	Computer knowledge for word processing and data analysis	2 years grassroots experience working with CSOs and government agencies Experience in the facilitation of social audit and trainings related to social audit
Senior Consultant (CSA)	Rs. 60,000	Post-Graduation in any Social Sciences, Management Engineering (Civil) or Agriculture with 60% marks	Ph.D in any of the mentioned disciplines publications or reports/ manuals/training materials / IEC material on Social Audit	5 years grassroots experience working with CSO and government agencies Candidates with experience in the facilitation of social audit, in promotion of transparency and accountability, in community mobilization and rights based campaigns will be given preference
Research Associate (One position CWE)	Rs. 40,000	Masters in Civil Engineering or equivalent discipline	PhD and knowledge of multiple languages , word processing and data analysis	1 year experience in MGNREGA related research works.

Research Associate (One position CWE)	Rs. 40,000	Masters in Geography with GIS/ environmental Science or or equivalent discipline	PhD and knowledge of multiple languages word processing and data analysis	1 year experience in MGNREGA related research works.
Research Associate (Two positions CWE)	Rs. 40,000	Masters in Economics with specialization in employment or equivalent discipline	PhD and knowledge of multiple languages, word processing and data analysis	1 year experience in MGNREGA related works.
Senior Consultant CWE	Rs. 60,000	PhD in Social Science	Computer knowledge for word processing and data analysis	1 year experience in MGNREGA related works.
Training Manager (Three positions CWE)	Rs. 40,000	Masters in any Social Science/Commerce	Computer knowledge for word processing and data analysis	1 year experience in MGNREGA related training works.
Project Assistant (One position CWE)	Rs. 22,000	Bachelor's degree in any Social Science	Computer knowledge for word processing and data analysis	1 year experience in MGNREGA related works.

1. Specific Job Requirements:

a. Training Managers (CSA and CWE)

Facilitating and assisting the faculty in organizing national and international level training programmes. The candidates should have through understanding on training related activities. They are also required to maintain documentation on training programmes, including budget, training reports, and evaluation of training programmes on MGNREGS, facilitating field visits and possessing sound knowledge.

b. Research Associates (CWE)

Facilitating and assisting the faculty in research related activities. The candidates should have through understanding on research methodology, statistical, econometric analysis and report drafting skill. They are also required to travel extensively at national level.

c. Consultants (CSA and CWE)

(a) Senior Consultant, CSA will be responsible for liaising with State Social Audit Unit under MGNREGS and conduct

- Training of Trainers (TOT) on Social Audit for Rural Development Flagship programmes and in other development programmes as per the demand
- Take up Training need assessment (TNA), Preparation of training module and material on social audit Training of master trainers at National level (for each development programme) Training of state, district and block level trainers/ resource persons, Sensitization of Officials and PRIs, Impact assessment of training and Certification of the trainers.
- Take up Pilot / Test social audit for the schemes like MGNREGA/ PMAY/IWMP, FFCG/NSAP/NFSA/ICPS etc
- Create and manage knowledge repository on social audit/ social accountability

- Liaison with other ministries / institutions for providing professional support as and when required.
 - Develop online/ distance certificate programmes on social accountability mechanisms and social audit.
 - Undertake research in the area of social accountability and social audit which helps in the policy decision taking. Document case studies of successful initiatives
 - Organize seminar, workshops, exposure visits time to time for exchange of experience and learnings on social audit.
- Thus to perform above tasks, the Consultant, CSA is required to travel extensively across the country.

(b) Senior Consultant, CWE will be responsible for

- Take up Training need assessment (TNA), Preparation of training modules and material on MGNREGS
 - Monitor and take evaluation of on going Training programs at State level.
 - Liaison with other ministries / institutions for providing professional support as and when required.
 - Organize seminar, workshops, exposure visits time to time for exchange of experience and learnings on social audit.
- Thus to perform above tasks, the Consultant, CSE is required to travel extensively across the country.

d. Project Assistants (CWE)

Assist the faculty in terms of secretarial assistance, documentation of records, data entry and analysis.

2. Nature of Engagement:

The Project Positions are purely on temporary basis in Project Mode and do not entail any form of regular appointment at NIRD&PR in future. The engagement is purely on temporary basis on contract which will be initially for a period of one year and extension can be considered based on performance and requirement of the Research Projects for another period of two years.

3. Age Limit

Maximum Age limit for Training Managers and Research Associates is **45 years**. Maximum age limit for project assistant is **30 years**. For Sr consultant Maximum Age limit is 65.

a. Language:

- Fluency in English and Hindi. Knowledge of regional language(s) would be an asset.
- Good Communication Skills.

Duration of Contract: For an initial period of one year. Contract may be renewed based on performance. The remuneration and other benefits may be revised on renewal.

Submission of Applications

- All the eligible candidates are required to submit details through **on-line application** in the prescribed format.
- Only shortlisted candidates selected on the basis of education and experience will be called for interview
- The last date for receiving applications through online is 5.30 pm on 31st July, 2018.

- The interviews will be conducted in the premises of NIRD&PR, Rajendranagar, Hyderabad-30
- Shortlisted candidates will be informed only through online (e-mail)
- Candidates are advised to **submit the applications only through online in the prescribed format as available on the website. All the requisite certificates/documents/publications should be uploaded along with application**