

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ (NIRD&PR)**  
(An Autonomous Organization of the Ministry of Rural Development, Government of India)  
Rajendranagar, Hyderabad -500030

The NIRDPR is a National level Institute of research and training in rural development under the Ministry of Rural Development, Government of India. NIRDPR invites applications from eligible candidates for an upcoming UN - Women project on -“ **From Opportunities to capacities : A Multi – Sectoral Approach to Enhancing Gender Responsive Governance**”, in the Centre for Women Development & Gender Studies at NIRDPR, Hyderabad , for a period of one year.

S no	Positions	Number of Posts
1	Project Consultant	one
2	Project Assistant (Finance)	one
3	Project Assistant (Computers)	one

**The job descriptions are available on the NIRD’s website; [www.nird.org.in](http://www.nird.org.in)**

Eligible candidates may send their CV along with photocopies of all testimonials showing proof of academic and professional qualifications & experience, duly attested and attaching one recent passport size photograph by **01/12/2016** through post / courier to the following address.

The Professor & Head  
Centre for Gender Studies and Development  
National Institute of Rural Development and Panchayati Raj  
Rajendranagar  
Hyderabad -30

Candidates may also send their CV by **01/12/2016** at the email id: [wdnird@gmail.com](mailto:wdnird@gmail.com)



Centre for Gender Studies & Development  
**National Institute of Rural Development & Panchayati Raj**  
Ministry of Rural Development, Government of India  
Rajendranagar, Hyderabad  
**Pin Code- 500030 (Telangana State) India**

The National Institute of Rural Development and Panchayati Raj invites applications for the post of Project Consultant, Project Assistant (Finance) and Project Assistant (Computers) for its International project-“ **From Opportunities to capacities : A Multi – Sectoral Approach to Enhancing Gender Responsive Governance**”, for a period of one year and extendable as per project requirement or will be co-terminus with the project. The candidates are required to submit their Curriculum Vitae along with the relevant copies in support of their educational qualifications and experience to the address; Professor & Head ,Centre for Gender Studies and Development ,National Institute of Rural Development and Panchayati Raj, Rajendranagar ,Hyderabad -30 , on or before 1<sup>st</sup> December 2016, 5.00pm. The details of the qualifications, remuneration and other eligibility conditions are as follows;

<b>S No</b>	<b>Positions / Job Title</b>	<b>Qualifications &amp; Experience</b>	<b>Consolidated remuneration per month (Rs.)</b>
1	Project Consultant	<p><b>No. of positions:</b> one</p> <p><b>Key Functions:</b></p> <ul style="list-style-type: none"><li>• Identify Training Needs of Elected Women Representatives and PRIs</li><li>• Collection of training modules and compilation of multi modular training kits and resource materials for empowerment of elected women representatives and gender responsive governance</li><li>• Support for planning and conduct of the TOT and Training Programmes for selected faculty of SIRDs, RD functionaries and PRI officials</li><li>• Enable and support the TOT participants to formulate and implement follow up action plans for empowering elected representatives and PRIs from their respective agencies</li><li>• Support the Project Team Leader in the overall</li></ul>	60,000

		<p>management of the project activities</p> <ul style="list-style-type: none"> <li>• Management of data and report from various partners of the project.</li> <li>• Documentation and Development of reports, communication materials and fact sheets</li> <li>• Strengthening partnerships between networks of elected women representatives to empower women in local governance</li> <li>• Scanning and locating sources of information and technical resources related to women’s empowerment on local governance</li> <li>• Documentation and reporting of project events</li> <li>• Any other task assigned by the Project Team Leader</li> </ul>	
		<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Conceptual clarity regarding local governance and women’s needs</li> <li>• A keen understanding of UN’s role and its functioning</li> <li>• Excellent interpersonal communication and networking skills</li> <li>• Excellent co-ordination skills including proven ability to co-ordinate logistics</li> <li>• Demonstrated ability for training, planning, budgeting, implementation and management</li> <li>• Demonstrated capacity to engage stakeholders in a development response</li> <li>• Ability to advocate policy changes</li> <li>• Demonstrates strong oral and written communication skills</li> <li>• Demonstrated ability to work effectively in a team in productive fashion both with internal and external members</li> <li>• Experience of working closely with both government and non government Institutions</li> <li>• Ability to network effectively</li> <li>• Documented evidence of publications</li> <li>• Knowledge and understanding of the complexities and nuances of the South Asian Region.</li> <li>• Willingness to travel</li> </ul>	

		<p><b>Recruitment Qualifications: Essential</b>  <b>Education:</b> Masters Degree in Social Sciences with 55 % marks or equivalent Grade</p>	
		<p><b>Experience: Essential</b></p> <ul style="list-style-type: none"> <li>• Five (5) years experience in teaching/research/ training in the area of gender responsive governance, political empowerment of women and allied areas.</li> </ul> <p><b>Age :</b> below 45 years</p> <p><b>Preferable:</b></p> <ul style="list-style-type: none"> <li>• Experience in designing training manuals, monitoring and evaluation of development projects of gender, local governance, and women empowerment.</li> <li>• Ph.D in relevant area</li> <li>• Experience of working in UN Agencies</li> <li>• IT skills</li> <li>• Excellent communication skills</li> </ul>	
		<p><b>Duration:</b> one year (Extendable as per the project requirement and based on the performance .The project post will be co-terminus with the project )</p>	
		<p><b>Language Requirements:</b> Fluency in English and Hindi</p>	
2	Project Assistant (Computers)	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>• BCA with 55% marks or PG Diploma in Computer Applications</li> <li>• Minimum Five year experience in relevant area in reputed institute/organizations</li> <li>• Area of Expertise; computer applications in MS office, EXCEL, DATA ENTRY</li> </ul> <p><b>Age :</b> below 35 years</p>	22,000
		<p><b>Desirable;</b> Preference will be given to MCA candidates  Due preference will be given to person who has experience of working with projects in national and international agencies</p>	
		<p><b>Skills;</b></p> <ul style="list-style-type: none"> <li>• Entry Of Data , Analysis of Research Results , Generation of Tables ,Developing General Office Notes, E-Mailing , Web Management , etc</li> </ul>	

		<b>Duration:</b> one year (Extendable as per the project requirement and based on the performance .The project post will be co-terminus with the project )	
3	Project Assistant (Finance)	<p><b>Essential Qualifications:</b> B.Com with 55% marks Five years of experience in relevant area in reputed institute/organization in maintenance of accounts including data entry of expenditure statement (Double entry system) Age : below 35 years</p> <p><b>Desirable:</b> M.com with MBA finance</p> <p>Due preference will be given to person who has experience of working with projects in national and international agencies.</p> <p><b>Skill required:</b> General management of accounts; Debit and credit entry; Preparation of financial record and budget; Proficiency in English and Hindi Required.</p> <p><b>Duration:</b> one year (Extendable as per the project requirement and based on the performance .The project post will be co-terminus with the project )</p>	22,000

**Note:**

- Selection committee at its own discretion may relax /enhance the minimum requirements in case of outstanding candidates for any of the positions described.
- Shortlisted candidates will be invited for the interview which will be conducted by the committee constituted for the purpose.
- Interested candidates may apply enclosing supporting documents.
- Canvassing in any form disqualifies the candidature of the applicant for the interview & placement.
- Interested candidate may please send their application in the prescribed form to [wdnird@gmail.com](mailto:wdnird@gmail.com) or via post to the following address  
Prof. & Head, Centre for Gender Studies & Development, National Institute of Rural Development and Panchayati Raj, Rajendranagar, Hyderabad – 500030  
The applicaiton should reach on or before 30.11.2016 5.pm. The Institute is not responsible for postal delay.

# National Institute of Rural Development & Panchayati Raj

Rajendranagar, Hyderabad - 500030

Application form for Consultant / Project Assistant (finance and Computer)

**Last date for submission of Application : 30.11.2016**

1. Name of the Candidate : (Fill in capital letters)				
2. Gender : Male/Female/Transgender			3. SC/ST/OBC/Other caste	
4. Mailing address (Postal):				
Email:		Mob:		5. Age (in years):
<b>6. Educational Qualification - for individual :</b>				
Exam passed (Degree onwards)	Main Subjects	Board/University	Year of passing	% / Division
7. <b>Work Experience:</b> Please attach a brief write-up of not more than a page about the main achievement, specifying the training material developed and published (give an abstract of each of such publication separately).				
S.No	Organisation (s)	position held/and total emoluments drawn	From - To	Job responsibilities

Date:

Place:

Signature of the Candidate

**Note:**

- **Please do not call on phone for any information or enquiry in this regards.**  
Attach additional sheet where ver required.