



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

NIRD&PR is country's apex body for undertaking training, research, action research and consultancy functions in rural development. It provides an inter-disciplinary academic environment, backed by an excellent infrastructure including a specialized library and state-of-art research and computer facilities.

NIRD&PR invites applications in prescribed format for the post of Director (FM) & FA on deputation basis. The norms and criteria for selection to the post of Director (FM) & FA, National Institute of Rural Development & Panchayati Raj (NIRD & PR) is as follows :

- i) Name of Post : Director (Financial Management) & Financial Advisor, NIRD&PR
- ii) Number of Post(s) : One (1)
- iii) Classification : Group A.
- iv) Pay Band and grade pay or pay scale : Band Pay of Rs. 37,400-67,000/- (PB4) plus Grade pay of Rs.10,000/-
- v) Method of Recruitment : On Deputation Only.
- vi) Composition of Selection Committee : A Search-cum-selection Committee Constituted with the approval of MRD and DOPT and notified by the Ministry from time to time.
- vii) Appointing Authority : On the recommendations of Search-cum-Selection committed duly approved by Hon'ble M (RD) and subsequently ratified by the Executive Council of NIRD & PR.
- viii) Method (s) adopted for filling the Posts : (i) Inviting a panel of names from Organized

Accounts Cadre/ Cadre Controlling Authorities.

(ii) Scrutinizing applications by Search cum Selection Committee notified by the Ministry and there after selection based on scrutiny of bio-data APARS.

ix) Period of Deputation

: Period of deputation 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 5 years.

x) Age Limit

: 55 years on the closing date of receipt of Applications.

Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

xi) Eligibility

: A Group A Officer belonging to Central or State Accounts and/ or Audit services, holding analogous posts [i.e. in PB-4

Rs. 37400-67,000/- + GP of Rs. 10,000/-] with minimum 10 years experience in finance/ audit/ accounts.

- xi) Cooling off period. : As per GOI rules.
- xii) Duties of the post : As per Annexure- I.

Other conditions:

1. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st 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 post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation
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 3 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. Pre-appointment formalities like verification of character antecedents etc are required before appointing a person for the post from open market.
6. The other instructions issued by the DoPT/ACC from time to time on the above subject may also be followed.
7. 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 with the ACRs/APARs of the corresponding previous year(s).
8. Applications in the prescribed format should be sent through the Cadre Controlling Authority / Department of applicant to Director General, National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad-500030. Details regarding qualifications and experience along with application form may be downloaded from www.nird.org.in. Controlling authority concerned

may forward the applications of interested and eligible officers whose services can be spared in the event of their selection on or before **30.09.2016**.

Assistant Registrar (E)

ANNEXURE

DUTIES AND RESPONSIBILITIES OF DIRECTOR (FINANCIAL MANAGEMENT) AND FINANCIAL ADVISOR

A. Academic

1. Supervision of the activities undertaken in the Faculty.
2. Maintaining contact with other institutes in the country and State Governments with reference to activities related to Government financial management of rural development so that the programme content will be responsive to Government's requirements.
3. Development of detailed training manual for courses conducted.
4. Promoting effective relationship within and across the members of Faculty. Achieving the linkage of the activities with other activities of other faculties.
5. to participate in the training programmes on aspects of Financial Management in Rural Development Administration ;
6. to either independently or in other studies contribute to the work on the financial aspects and effective utilization of the resources towards achieving the designed objectives of the Rural Development; and
7. Other activities as assigned by Director General.

B. Finance & Administration

1. To act as Financial Advisor to the Institute on all matters relating to the revenue and expenditure of the Institute and take up any administrative duties assigned in building up the Institute.
2. Will be in charge of Accounts Branch which deals with payments, accounting, providing Fund, budget, audit and allied matters.
3. Formulation of budget.
4. Post-budget vigilance as required.

5. To keep himself closely associated with the formulation and implementation of all proposals involving expenditure from the initial stages.
6. Preparation of performance budget and monitoring of progress of schemes against budget.
7. To assist on matters concerning expenditure, receipt and investment of funds of the Institute and insuring effective financial management.
8. Administrative work, as assigned by Director General from the time to time.

C.Other work

11. Building construction programme.

