



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

INVITES APPLICATIONS FOR POSITIONS IN
SHYAMA PRASAD MUKHERJI RURBAN MISSION (SPMRM)

Advt.No. Admin/RURBAN/SPMRM/9-2018/CFL

Applications are invited for the following positions of **Chief Programme Manager (1); Thematic Experts - Regional Planning Specialist (1) & Infrastructure Specialist (1); Zonal Manager (M&E) (1); Associate Strategic Managers (3); IEC and Documentation Expert (1); and Programme Executive (1)** in Shyama Prasad Mukherji Rurban Mission (SPMRM), on Project mode, on appointment by NIRD&PR to work at the Rurban Division, Ministry of Rural Development (MoRD), New Delhi for a period of one year. The details of the eligibility, job description and other requirements are as follows:

One Position - Chief Program Manager (CPM)	
Key Roles & Responsibilities	<ul style="list-style-type: none">• Overall Management and Programme Implementation under the supervision and guidance of the Joint Secretary, SPMRM, Ministry of Rural Development (MoRD), Govt. of India (GoI).• The CPM will lead the National Mission Management Unit (NMMU) team towards achieving the milestones, as articulated in the Framework of Implementation of SPMRM.• The CPM will be responsible for overseeing the successful implementation of SPMRM across all States.• The CPM will also be responsible for all other activities required to achieve the outputs and outcomes of the SPMRM.• The CPM will report the deliverables of the National Mission Management Unit (NMMU) on a regular basis to Director and Joint Secretary, SPMRM, MoRD.
Qualifications	<ul style="list-style-type: none">• Post graduate degree in Development Practice / Rural Development / Rural Management/ Social Work / Social Development from National / International Universities / Institutes
Experience	<ul style="list-style-type: none">• The candidate should have 10-15 years of experience in planning, implementation and monitoring of rural development schemes of which at least 5 years of experience in similar scale at State Governments / Government of India.
Age	Not exceeding 50 years as on last date for

	submission of application
Salary range	1.50-1.80 lac per month

Details of Role Description of Chief Programme Manager:

1. Delivering key milestones with reference to policy and implementation of SPMRM.
2. Policy Iterations at critical stages for smooth implementation of the Mission
3. Ensuring convergence of funds for the cluster in close co-ordination with the State Nodal agencies and SPMUs for effective implementation of SPMRM
4. Inter-Ministerial coordination with Central Government Ministries to dovetail their schemes into SPMRM
5. Mobilizing ICAPs from States as per the set targets under the Mission.
6. Reviewing ICAPs and recommendations on ICAPs to Expert Committee for project approvals
7. Effective Monitoring systems setting up with State Institutional Frameworks in States and linking with Rurban Mission. Also, Monitoring of implementation of works at the Rurban clusters
8. Handholding State Technical Agencies and State Nodal Agencies in identifying Rurban clusters and support in ICAPs preparation for all clusters.
9. Coordinating and implementing training and capacity building programs for state agencies
10. Coordination with IFD, accounts, audit for fund release.
11. Management of Mission related databases, websites, MIS, reporting systems.
12. Support in the administrative functioning of the Mission including management of Mission related internal work processes and decision making, internal coordination for communication with various departments, program logistics, coordination with resource institutions etc.

One Position - Thematic Expert -Regional Planning Specialist	
Key Roles & Responsibilities	<ul style="list-style-type: none"> • The Regional Planning Specialist will monitor the notification of planning areas for the Rurban Clusters. • He/She should ensure the facilitation of planning in Rurban clusters which may entail amendments in Panchayati Raj Acts etc. • Coordinate closely with Town and Country Planning departments at the National and State level to ensure framing of development control regulations for Rurban Clusters and implementation of the same in the Rurban Clusters.
Qualifications	Post graduate degree in Engineering specifically Regional Planning / Spatial Planning / Geoinformatics from a National/ International Universities / Institutes.
Experience	<ul style="list-style-type: none"> • The candidate should have worked in the field of town and country planning for at least 10 years of which at least 5 years should have been spent in engagement with the State Governments / Town and Country Planning departments in area development planning and spatial planning.
Age	Not exceeding 45 years as on last date for submission of application
Salary range	1.00-1.25 lac per month

Details of Role Description of Thematic Expert Regional Planning Specialist :

1. Coordinating with State Governments, Districts in preparing spatial plans with integration of District Plans/Master Plans
2. Coordinating ICAP exercises with States and districts to initiate the Spatial Planning exercise upto the step of declaration of planning area, within the time frame stipulated for completing the ICAP
3. Coordinating with implementing departments/agencies for ensuring notification of planning areas and related spatial planning matters, convergence of schemes planned in the ICAP in an integrated and time-bound manner
4. Coordinating the process of selection of clusters along with the GIS/Spatial referenced mapping of the clusters.
5. Monitoring the ICAP Clusters through land use land cover changes using GIS techniques
6. Handholding sessions of RurbanSoft for State Technical Agencies and State Nodal Agencies in identifying Rurban clusters and preparation of DPRs.
7. Policy Iterations at critical stages for smooth implementation of the Mission.
8. The Regional Planning Specialist will monitor the notification of planning areas for the Rurban Clusters.

One Position - Thematic Expert - Infrastructure Specialist	
Key Roles & Responsibilities	<ul style="list-style-type: none"> • Assisting States in formulating iconic and innovative projects in line with the Mission framework, in the field of infrastructure. • Engagement in Capacity building of the team at National & State level. • Infrastructure planning and overseeing of work progress on identified projects in ICAPs • Responsible for appraising Detailed Project Reports submitted by the States and achieve timely finalisation of DPRs • Preparation of CPM/PERT Activity Charts for critical projects and help in monitoring the field implementation. • Visit to the States for periodic monitoring of the infrastructure projects, identify impediments and assist in devising corrective measure jointly with States and Centre. • Devise a quality monitoring plan for projects of various nature under the Mission and also help in quality standardization. • Assist in periodic audit of the Infrastructure Projects as per the mandate of Ministry / State agencies. • Devise a mechanism for efficient project documentation at DPMU / SPMU and NMMU level. • Present the progress of Mission to Ministry officials and various other forums, as

	<p>required.</p> <ul style="list-style-type: none"> Responsible for all other activities of the Mission required to achieve the outputs and outcomes of the Mission.
Qualifications	Post Graduate degree in Civil Engineering / Mechanical Engineering / Agricultural Engineering / Construction Management / Project Management from National / International Institutes or related field as accepted by the Selection Committee.
Experience	<ul style="list-style-type: none"> He / She should have minimum of 10 years of experience in planning, managing and implementing construction/ Infrastructure projects in rural / peri - urban areas. He / She should have experience in managing projects with single project size of more than Rs. 5 Crore and collectively project works worth at least Rs. 100 Crore in the domains of the 14 desirable components mentioned in the Framework of Implementation. Experience in working with State Governments in executing projects as per CPWD / PWD guidelines is essential. Experience in managing programmes of similar scale and domain at National level with monitoring of multiple spread out projects would be preferred.
Maximum age	Not exceeding 45 years as on last date for submission of application
Salary range	1.00-1.25 lac per month

Details of Role description of Thematic Expert - Infrastructure Specialist:

- Delivering key milestones w.r.t policy and programme implementation.
- Reviewing ICAPs and recommendations on ICAPs to Expert Committee for project approvals.
- Policy Iterations at critical stages for smooth implementation of the Mission.
- Monitoring of implementation of works at the Rurban clusters.
- Ensuring convergence of funds for the cluster in close co-ordination with the State Nodal agencies and SPMUs.
- Inter-Ministerial coordination with Central Government Ministries to dovetail their schemes into SPMRM.
- Coordinating and implementing training and capacity building programs for state agencies
- Coordination with IFD, accounts, audit for fund release.
- Management of Mission related databases, websites, MIS, reporting systems.
- Support in the administrative functioning of the Mission including management of Mission related internal work processes and decision making, internal coordination for communication with various departments, program logistics, coordination with resource institutions etc.
- Assisting States in formulating iconic and innovative projects in line with the Mission framework, in the field of infrastructure.
- Engagement in Capacity building of the team at National & State level.
- Infrastructure planning and overseeing of work progress on identified projects in ICAPs
- Responsible for appraising Detailed Project Reports submitted by the States and achieve timely finalisation of DPRs

15. Preparation of CPM/PERT Activity Charts for critical projects and help in monitoring the field implementation.
16. Visit to the States for periodic monitoring of the infrastructure projects, identify impediments and assist in devising corrective measure jointly with States and Centre.
17. Devise a quality monitoring plan for projects of various nature under the Mission and also help in quality standardization.
18. Assist in periodic audit of the Infrastructure Projects as per the mandate of Ministry / State agencies.
19. Devise a mechanism for efficient project documentation at DPMU / SPMU and NMMU level.
20. Present the progress of Mission to Ministry officials and various other forums, as required.
21. Responsible for all other activities of the Mission required to achieve the outputs and outcomes of the Mission.

One Position - Zonal Manager - Monitoring & Evaluation	
Key roles and responsibilities	<ul style="list-style-type: none"> • He / She will be responsible for overseeing the successful implementation of the programme across all States in the allocated Zone. • In addition to overseeing the performance in States, the Zonal Manager will also have the thematic responsibility of Monitoring and Evaluation related activities of the programme. • He/She will be responsible for tracking and monitoring the programme milestones and report this regularly • Support Program implementation and management and take thematic responsibility for Monitoring and Evaluation/ MIS related activities of the programme.
Qualifications	Post graduate degree in Management/ Public Administration/ Rural Development from premier National/ international institutes, preferably with IT background.
Experience	<ul style="list-style-type: none"> • He/ She should have worked in Monitoring and Evaluation of large scale Government Programmes at the National/ State level. • He/ She should have worked in the rural development sector and should have a work experience in the relevant field for not less than 10 years. • Familiarity with working State Governments will be an added advantage.
Age	Not exceeding 45 years as on last date for submission of application
Salary	1.00-1.25 lac per month

Details of Role description of Zonal Manager – Monitoring & Evaluation:

1. Delivering key milestones w.r.t policy and programme implementation.
2. Reviewing ICAPs and recommendations on ICAPs to Expert Committee for project approvals.
3. Policy Iterations at critical stages for smooth implementation of the Mission.
4. Monitoring of implementation of works at the Rurban clusters.
5. Ensuring convergence of funds for the cluster in close co-ordination with the State Nodal agencies and SPMUs.
6. Inter-Ministerial coordination with Central Government Ministries to dovetail their schemes into SPMRM.
7. Coordinating and implementing training and capacity building programs for state agencies
8. Coordination with IFD, accounts, audit for fund release.

9. Management of Mission related databases, websites, MIS, reporting systems.
10. Support in the administrative functioning of the Mission including management of Mission related internal work processes and decision making, internal coordination for communication with various departments, program logistics, coordination with resource institutions etc.
11. Assisting States in formulating iconic and innovative projects in line with the Mission framework, in the field of infrastructure.
12. Engagement in Capacity building of the team at National & State level.
13. Visit to the States for periodic monitoring of the projects, identify impediments and assist in devising corrective measure jointly with States and Centre.
14. Devise a quality monitoring plan for projects of various nature under the Mission and also help in quality standardization.
15. Handholding sessions of RurbanSoft for State Technical Agencies and State Nodal Agencies in identifying Rurban clusters and preparation of DPRs.
16. Devise a mechanism for efficient project documentation at DPMU / SPMU and NMMU level.
17. Present the progress of Mission to Ministry officials and various other forums, as required.
18. Responsible for all other activities of the Mission required to achieve the outputs and outcomes of the Mission.

Three Positions - Associate Strategic Managers	
Key Roles & Responsibilities	<ul style="list-style-type: none"> • Supporting the activities of Zonal Managers / Thematic Experts and have the responsibility / incharge of 2 to 3 States. • He/She will support the Zonal Manager / Thematic Experts in successful implementation of SPMRM in the allotted States. • He/She will work under the direct supervision of the Zonal Manager and will report all the deliverables to the Zonal Managers.
Qualifications	Post graduate in Rural Development / Management / GIS / MIS / any Social Science with strong academic background from National/ International Universities / Institutes
Experience	<ul style="list-style-type: none"> • The candidate should have worked in related activities on Government programmes at the National / State level. • He/She should have worked in rural development sector, work experience in the relevant field for not less than 5 years. • In addition to the above the candidate should have had thematic experience viz., MIS / Infrastructure / Spatial Planning / Rural Development for not less than 2 years.
Age	Not exceeding 40 years as on last date for submission of application
Salary Range	45000-60000 per month

Detailed Role description of Programme Managers:

1. The key role is to support the Rurban Division and facilitate the development projects and their management, coordinating with States and handholding them in the Project Planning and preparation;

2. Track the preparation process and ensure timely submission of proposals;
3. Create a robust escalating process, identify tracks on the critical path and proactively apprise the Senior Management team on possible issues that may lead to delays in any of the tracks.
4. Preparation and interface with Nodal Officers, Charge Officers etc. across all the State Governments to collate progress updated on individual project activities in order to report the overall status across project tracks;
5. Analyze the overall impact of delays / overruns in Project timelines on critical deliverables and appropriately apprise the Senior Management;
6. Monitor timelines and resources used and take action necessary;
7. Training and Capacity Building Activities;
8. Documenting learning's from each project track.
9. Create weekly / monthly / yearly reports, detailing the execution / preparation of various projects with respect to project plans and schedules, and circulate the same to Senior Management of review
10. Create an integrated plan/schedule for review of progress of the identified Clusters, created reporting and escalation mechanisms
11. Prepare MIS and Status Update for circulation to the top Management and other authorities

One Position - IEC and Documentation Expert	
Key Roles & Responsibilities	<ul style="list-style-type: none"> • The IEC specialist will be responsible for all IEC related activities of the Mission. • Work in close co-ordination with the IEC Division of the Ministry in ensuring adequate IEC coverage for the Mission on regular print, television and social media campaigns for the Mission. • Ensuring timely release of advertisements and press releases. • Working in close co-ordination with the NIC team of the Ministry and ensuring timely updates to the Mission website.
Qualifications	Post graduate degree in Journalism/ Mass Communication from National / International Universities / Institute.
Experience	<ul style="list-style-type: none"> • He/ She should have should have a work experience in the relevant field for not less than 5 years. • Familiarity with working State Governments will be an added advantage.
Maximum age	Not exceeding 40 years as on last date for submission of application
Salary range	40000-50000 per month

One Position - Programme Executive	
Key Roles & Responsibilities	<ul style="list-style-type: none"> • He/She will support the Mission in overall programme execution by working out communication and information management at various levels of Government. • He/She will support the NMMU with routine tasks related to the Mission and will help the programme team and Chief Programme Manager in programme related activities.
Qualifications	Graduate degree with strong computer and analytical skills in any discipline with at least three years of experience of working at Central / State Government in implementation of a National Level Scheme
Experience	<ul style="list-style-type: none"> • The Programme Executive should have above 2 years of experience in Programme support at National level. • Proficiency in government processes, ways of communication and use of e-office applications.
Age	Not exceeding 40 years as on last date for submission of application
Salary range	25000-30000 per month

How to apply:

The applications are to be addressed to Assistant Registrar (E), National Institute of Rural Development and Panchayati Raj (NIRD & PR), Rajendranagar, Hyderabad – 500 030 and those who desire to submit the soft copy may submit the same to are.nird@gmail.com and a copy to crinirdpr@gmail.com.

Prospective candidates shall submit their CVs/Resume with exclusive mention about fulfilment of prescribed qualification, age and experience.

Only shortlisted candidates will be called for Interviews. All communications will be through e-mail. Hence, all candidates are advised to mention clearly their e-mail/contact number in their application.

Last date for submission of applications: 15.10.2018

General Conditions:

- i) The offered assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future.
- ii) In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
- iii) Canvassing in any form will be treated as disqualification.
- iv) No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- v) The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases in consultation with Ministry.
- vi) The application form may be downloaded from the NIRD&PR Website: www.nird.org.in

**Assistant Registrar (E)
NIRD&PR, Hyderabad**