



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ  
RAJENDRANAGAR: HYDERABAD -500 030**

**Advt. no. 02/2023**

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National Institute of Rural Development and Panchayati Raj (NIRDPR) is an autonomous organization under the Union Ministry of Rural Development, is a premier centre of excellence in RD & PR. Having served our nation for 63 years, NIRDPR is now enhancing the vision from poverty alleviation & livelihoods to quality of life and standards of living at rural India.

NIRDPR holds a huge mandate and is a highly diversified system with 6 focus areas: Training and Capacity Building, Research and Consultancy, Policy Formulation and Policy Advocacy, Technology Transfer, Academic Programmes, Innovative Skilling Livelihood; Highly qualified faculty at NIRDPR work across 22 centres of specific subject matter expertise, under 7 schools of diversified thematic areas. The responsibility of Think Tank to MoRD and also with consultancy projects to various ministries, keep the role NIRDPR a highly dynamic in nature. Nurturing 29 SIRDs and connecting organizations of RD&PR cluster is another critical responsibility of NIRDPR. Considering 65% of rural population as end beneficiaries, the role of NIRDPR is growing in demand for nation building.

Centre for Post Graduate Studies and Distance Education (CPGS&DE) of NIRDPR, Hyderabad invites applications for contract-based positions of "Academic Associate, Asst. Accounts Officer and Project Assistant". Requirement for the position, age and remuneration, etc. are indicated in the table below:

**I. Academic Associate:**

1	Designation	Academic Associate
2	Nature of Employment	On contract basis for one year
3	Number of positions	Two
4	Educational Qualification	Post Graduate with at least 55% marks in the areas of Social Science or Business Management (Marketing, Human Resource Finance), Public Administration, Public Policy, Development Statistics, Or B.Tech/M.Tech in IT with data analytics proficiency. Preference will be given to candidates with research and Teaching experience (MPhil, Ph.D)
5	Experience	One year in coordinating academic programmes or teaching, research in a reputed Institute or University.

6	Job Responsibilities	<p>a) To provide teaching assistance and coordination of NIRDPR academic programmes.</p> <p>b) Assist in coordinating academic programmes of NIRDPR</p> <p>c) To assist in preparation of course budget, as per NIRDPR norms.</p> <p>d) To assist in maintenance of academic records.</p> <p>e) e) To provide administrative and logistic support to the faculties in implementation of project activities and organization of workshops/training programmes.</p> <p>f) Coordinating field visits of students.</p> <p>g) Assist in conducting admission process and interviews and other works related to admission.</p> <p>h) Assist teachers in conducting Mid Trimester quizzes, test, assignments and End Trimester examinations and assist in tabulation of results.</p> <p>i) Assist in placement Coordinator/ officer in Student Placements and follow-up.</p> <p>j) Assist in organising project work and in submission of reports by students.</p> <p>k) Organization of placement events.</p> <p>l) Contacting potential recruiting organisations like SRLMs, NGOs, CSR organisations, State Governments etc.</p> <p>m) Coordinating for printing of placement brochure.</p> <p>n) Finalising formal correspondence/communication for potential recruiters.</p> <p>o) Organization of short and long field visits for the students.</p> <p>p) Organization of soft skills training for the students.</p> <p>q) Contacting the organisations for facilitating field visits.</p> <p>r) Monitoring the students and their activities during the field visits.</p> <p>s) Any other work to be assigned by faculty from time to time</p>
7	Age limit	45 years
8	Remuneration	Rs.50,000/- per month

## II. Asst. Accounts Officer

1	Designation	Asst. Accounts Officer
2	Nature of Employment	On contract basis for one year
3	Positions	One
4	Educational Qualification	Bachelors degree in Commerce with knowledge of Tally. Preference will be given to MBA students with finance background and CA passed candidates
5	Experience	One year in maintenance of accounts in Educational Institutions

6	Job Responsibilities	<ul style="list-style-type: none"> <li>a) Associating with collection of different fees and maintenance of accounts.</li> <li>b) Maintenance of account records for collection of admission fee, tuition fee, mess fee, exam fee, etc.</li> <li>c) Cross checking and reconciliation of accounts from time to time.</li> <li>d) Maintain receipt books with tally of fees received</li> <li>e) Coordinating with accounts division of NIRDPR and CICT for receipt of online payments</li> <li>f) Assist in proper management of accounts</li> <li>g) Any other work to be assigned from time to time.</li> </ul>
7	Age limit	45 years
8	Remuneration	Rs.40,000/- per month

### III. Project Assistant

1	Designation	Project Assistant
2	Nature of Employment	On contract basis for one year
3	Positions	Three
4	Educational Qualification	Graduate with at least 55% marks in social sciences/commerce Or B. Tech in IT/ BSc in computer science/ B.com Computer Science/BCA with data analytics proficiency.
5	Experience	One year in managing the academic program. Operating MS Excel, MS-Office mail merge, MS-Access, MS-Power Point.
6	Job Responsibilities	<ul style="list-style-type: none"> <li>a) Organization of placement events.</li> <li>b) To provide secretarial support to the faculty members in development of learning materials/management of training programmes of the centre.</li> <li>c) To provide administrative and logistic support to the faculties in trainings/workshops.</li> <li>d) To assist the faculty members to coordinate smooth conduct of PG programmes.</li> <li>e) To assist faculty in monitoring of classes.</li> <li>f) To assist in admission process</li> <li>g) Capacity to work for prolonged hours.</li> <li>h) Any other work to be assigned from time to time.</li> <li>i) Data entries of student's admission data in excel sheet/portal.</li> <li>j) Data entry and finalization of result sheets.</li> <li>k) Maintenance of student's database.</li> </ul>
7	Age limit	45 years
8	Remuneration	Rs.30,000/- per month

**General Conditions:**

1. An application fee of Rs.300/- plus applicable taxes should be paid by General/OBC/EWS candidates through **Pay Fee (SB Collect)**. No application fee for SC/ST/PWD candidates.
2. Candidates seeking exemption of application fee under SC/ST/PWD category are required to upload the necessary Caste/PWD category certificate. Otherwise the application is liable to be rejected.
3. The candidates should apply through online registration available on the website <http://career.nirdpr.in/>
4. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRDPDPR in future.
5. Age, experience and qualification will be reckoned as on the date of this notification i.e, 25.03.2023. Scanned copy of all requisite certificates and documents must be uploaded with the online application.
6. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
7. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
8. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
9. Canvassing in any form will be treated as disqualification.
10. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
11. The selection will be at NIRDPDPR, Rajendranagar, Hyderabad.
12. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.
13. Only the shortlisted candidates will be called for written test/interview or both as applicable and no TA / DA will be given for attending the written test/Interview.
14. 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 written test/Interview.
15. In case of any inadvertence in the process of selection which may be detected at any stage even after the issue of engagement letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

16. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
17. Candidates may regularly visit the website for further information/ updates, if any.
18. Applications received after the due date and time will not be considered.
19. The final results shall be communicated to the selected candidates only.
20. Last date for submission of online application is 10.04.2023. (within 15 days from the date of publication of the advertisement)

Sd/-  
Assistant Director  
Administration (Section –I)