

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND
PANCHAYATI RAJ**
(An Organisation of Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad – 500030

Advt. No.6/2021
No. NIRDPR/CPRDPSSD/NPMU/2021

National Institute of Rural Development and Panchayati Raj is a premier Institute of national and international repute in terms of capacity-building and research in the realm of Rural Development and Panchayati Raj. **National Project Management Unit (NPMU) under Rashtriya Gram Swaraj Abhiyan (RGSA), NIRDPR** proposes to engage the services of suitable candidates on temporary basis for a period of **one year** purely on contract basis for the following project positions.

S No	Designation	No. of positions	Remuner ation	Educational Qualification & Experience
1	Consultant (Women and Child Development)	01	Rs. 90,000/- per month	As described below.
2	Consultant (Agriculture & allied sectors)	01		
3	Consultant (Education)	01		
4	Consultant (Livelihood, Poverty Alleviation and Income Generation)	01		
5	Consultant (WASH sector and Health)	01		
6	Consultant (Management Information System – MIS)	01		
7	Consultant (Finance Management)	01		
8	Consultant (Fiscal Policy Advocacy)	01		
9	Consultant (Sustainable Development Goals)	01		
10	Hindi Translators	02	Rs. 40,000/- per month	As described below.

Note:

1. The screening of the candidates will be done in the Ministry of Panchayati Raj office, New Delhi.
2. All the NPMU Staff shall administratively report to Director General NIRDPR and functionally to Joint Secretary/Additional Secretary, MoPR.
3. The Job location for the above positions will be at the office of MoPR, New Delhi.

The details with regard to the educational qualifications, age, experience and job description are as follows:

1. Consultant (Women and Child Development): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** Master's degree in Social Work, Women's Studies, Rural Development, Development Studies, Social Policy Studies, Social Policy Studies, Human Rights Studies, or any other relevant Social Sciences field and in the age category of 30 – 50 years (B) **EXPERIENCE:** The Expert should have domain expertise through previous professional experience of similar assignments in the Government sector, NGOs and INGOs. Minimum five years' experience in the relevant domain such as women and child development, gender mainstreaming planning, equality and empowerment, capacity building training and strategy development, policy planning and advocacy, child protection and development etc. Experience in preparing policy briefs/presentations and analysis of proposals. Excellent documentation, communication and interpersonal skills with excellent computer knowledge and computer operations. Fully conversant with MS-Office (word/PPT/Excel) etc. (C) **JOB DESCRIPTION:** Consultant shall be responsible for thematic implementation and coordination of various activities in the area of work assigned to him/her.

2. Consultant (Agriculture and Allied Sectors): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** Master degree in Agricultural science, Agronomy, Plant Breeding and Genetics, Plant Pathology, Horticulture, Soil and Earth Science, Entomology, Bio-technology, Crop and Plant Science, Animal Science, Microbiology, Environmental Science, Animal Husbandry, Civil Engineer etc and in the age category of 30 – 50 years (B) **EXPERIENCE:** Prior experience of the agricultural industry is essential. The Expert should have previous experience of similar assignments in the Government sector, NGOs and INGOs. Minimum 05 years of experience in relevant domain such as Agricultural Development and Planning, Farm Production and Management, Capacity Building Training and Strategy Development, Technological Advancement and Productivity, Strengthening Food Production and Market Linkages, Crop Production and Food Security etc. Experience in preparing policy briefs/presentations and analysis of proposals. Experience in preparing policy briefs/presentations and analysis of proposals. Excellent documentation, communication and interpersonal skills with excellent computer knowledge and computer operations. Fully conversant with MS-Office (word/PPT/Excel) etc. (C) **JOB DESCRIPTION:** Consultant shall be responsible for thematic implementation and coordination of various activities in the area of work assigned to him/her.

3. Consultant (Education): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** Advance Post Graduate degree in International Education, Public Policy Studies, Social Policy Studies, Rural Development, Development Studies or any other relevant Social Sciences field and in the age category of 30 – 50

years (B) **EXPERIENCE:** Previous years of Education and/or Education related experience is ideal. At least five years of previous experience in implementing alternative education programs is required. Previous experience in developing training tools and modules. Experience in academic related administrative, curricular and pedagogy systems development. Proficiency in English is required; proficiency in a second language is preferred. Experience in preparing policy briefs/presentations and analysis of proposals. Experience in preparing policy briefs/presentations and analysis of proposals. Excellent documentation, communication and interpersonal skills with excellent computer knowledge and computer operations. Fully conversant with MS-Office (word/PPT/Excel) etc. (C) **JOB DESCRIPTION:** Consultant shall be responsible for thematic implementation and coordination of various activities in the area of work assigned to him/her.

4. Consultant (Livelihood, Poverty Alleviation and Income Generation): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** Master's degree in Social Work, Agricultural Economics, Development Studies, Public Policy Studies, Social Policy Studies, Human Rights, Rural Development Studies etc. and in the age category of 30 – 50 years (B) **EXPERIENCE:** At least five years of work experience with reputed organizations working towards improvement of rural livelihoods. The work experience should be primarily in agriculture and allied activities for enhancement of incomes of rural poor as well as mainstreaming planning, Gender Empowerment, Capacity Building Training and Strategy Development, SHGs Development etc. Experience in preparing policy briefs/presentations and analysis of proposals. Experience in preparing policy briefs/presentations and analysis of proposals. Excellent documentation, communication and interpersonal skills with excellent computer knowledge and computer operations. Fully conversant with MS-Office (word/PPT/Excel) etc. (C) **JOB DESCRIPTION:** Consultant shall be responsible for thematic implementation and coordination of various activities in the area of work assigned to him/her.

5. Consultant (WASH Sector and Health): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** Master's degree in Social Work, Rural Development, Public Health, WASH Sector, Development Studies, Public Policy Studies, Social Policy Studies, Human Rights or any other relevant degree such as MPhil, MD in Social and Medical Sciences field and in the age category of 30 – 50 years (B) **EXPERIENCE:** Minimum five years of technical experience implementing WASH and Public Health related programming and planning. A history of productive involvement with governmental health systems, processes and service delivery models. Demonstrated knowledge and background in community mobilization and engagement. Experience in preparing policy briefs/presentations and analysis of proposals. Experience in preparing policy briefs/presentations and analysis of proposals. Excellent documentation, communication and interpersonal skills with excellent computer knowledge and computer operations. Fully conversant with MS-Office (word/PPT/Excel) etc. (C) **JOB DESCRIPTION:** Consultant shall be responsible for thematic implementation and coordination of various activities in the area of work assigned to him/her.

6. Consultant (Management Information System-MIS): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** An advance university degree in Computer Science, Information Systems, or related field is required and in the age category of 30 – 50 years (B) **EXPERIENCE:** Minimum five years of experience as Management Information Systems Expert with experience in web-based database design and development; implementation and management. Should also be experienced with Geographic Information Systems (GIS), Global Positioning System (GPS) and Information Management Systems (MIS) applications for monitoring of social development, catchment management, and governance projects. Should be proficient at using latest software for MIS. Must have experience in Government related projects. Must have proven experience working in multi-disciplinary teams comprising local experts; the ability to operate within multi-skilled teams and demonstrate flexibility in working style. Must possess excellent communication and transfer of knowledge skills (for capacity building activities). Must have experience in web design, and web-based data base design and implementation. Experience in preparing policy briefs/presentations and analysis of proposals. Experience in preparing policy briefs/presentations and analysis of proposals. Excellent documentation, communication and interpersonal skills (C) **JOB DESCRIPTION:** Consultant shall be responsible for thematic implementation and coordination of various activities in the area of work assigned to him/her.

7. Consultant (Finance Management): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** MBA (Finance), Chartered Accountant (CA), Master's Degree in Public Finance Management, Fiscal Management and in the age category of 30 – 50 years (B) **EXPERIENCE:** Minimum five years of experience in preparation of financial models. Must have worked in the Government setup. Experience in Public Finance Management, conducting financial analysis of XV FC grants. Experience in reviewing and implementing financial policies, eligibility and requirements w.r.t XV FC grants. Good reporting, dashboarding, presentation skills, knowledge about reporting tools. Delivery of inputs in Panchayat Audit. Preparing whitepapers, concept notes on Fiscal Devolution and OSR etc. Experience in preparing policy briefs/presentations and analysis of proposals. Experience in preparing policy briefs/presentations and analysis of proposals. Excellent documentation, communication and interpersonal skills (C) **JOB DESCRIPTION:** Consultant shall be responsible for providing strategy inputs to the Ministry in effective implementation of various schemes of the Ministry and coordination of various activities in the area of work assigned to him/her.

8. Consultant (Fiscal Policy Advocacy): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** Master's Degree in Public Finance Management, Economics or any other relevant Commerce field with at least five years of post-qualification experience working in the Government, reputed CBOs, International, Multilateral Development Agencies and Research Organizations within the age category of 30 – 50 years (B) **EXPERIENCE:** Must have worked in the Government setup. Experience in identifying, analysing and developing policies and procedures relating to Panchayati Raj, Tribal Development, PESA issues. Act as a Subject matter expert; Conduct research and analyse legislative and regulatory requirements, as well as policy history, related to Panchayati Raj and Rural Development. Experience in reviewing, tracking, and facilitating the clearance of policy documents, including their distribution and implementation at grassroots level. Good reporting, dashboarding, presentation skills, knowledge about reporting tools. Preparing whitepapers, concept notes on Panchayat Policies, Rural Development, PESA etc. (C) **JOB DESCRIPTION:** Consultant shall be responsible for implementation and coordination of various activities in the area of work assigned to him/her.

9. Consultant (Sustainable Development Goals): 01 position

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** Master's Degree in Rural Development, Social Work, Social Policy for Development Studies, Public Policy Studies, Development Studies, Human Rights Studies, Rural Development Studies or any other relevant Social Sciences field etc within the age category of 30 – 50 years (B) **EXPERIENCE:** At least five years of experience in providing technical support of the interventions related to the SDGs and to the implementation of the activities planned. Knowledge on issues relating to social and public policy advocacy and engagement, protection and promotion of human rights and advocacy, interventions on the SDG Agenda targeting different stakeholders. Experience in technical support to SDGs mainstreaming and localizing including SDGs monitoring, evaluation and reporting framework. The Expert should have previous experience of similar assignments in the Government sector, NGOs and INGOs. Experience in preparing policy briefs/presentations and analysis of proposals. Experience in preparing policy briefs/presentations and analysis of proposals. Excellent documentation, communication and interpersonal skills with excellent computer knowledge and computer operations. Fully conversant with MS-Office (word/PPT/Excel) etc. (C) **JOB DESCRIPTION:** Consultant shall be responsible for providing strategy inputs to the Ministry for localization of SDGs and coordination of various activities in the area of work assigned to him/her.

10. Hindi Translators: (02 positions)

ESSENTIAL QUALIFICATIONS: (A) **EDUCATIONAL:** Post-Graduation in Hindi or English or either subject as optional. (B) **EXPERIENCE:** Minimum experience of 02 years, proficiency in translation from English to Hindi & vice versa and typing in Hindi with proficiency in working on Computers. Preference would be given to persons having sound knowledge and worked as translator for translation from English to Hindi and vice-versa and implementation of Official language policy.

General conditions:

- The Project Positions require travel to study area.
- This project assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future.
- The Institute has a right to shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as disqualification.
- No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
- The MoPR reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
- The candidates should apply only through online through the website- <http://career.nirdpr.in/>

The last date for submitting applications online is 30th May 2021 till 05:30 PM.

Applications received after the due date and time will not be considered. The shortlisted candidates will be informed about the date, time and venue of the Interview.

Sd/-
Assistant Registrar (E)