



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
**(An Organisation of the Ministry of Rural Development, Govt. of India)**  
**Rajendranagar, Hyderabad - 500030**

NIRD&PR is country's apex organization for undertaking training and research in various aspects of rural development. NIRD&PR invites applications in prescribed format for filling up the following Non-Academic posts on Deputation/ Direct Recruitment basis –

- i) Administrative Officer (1 post)
- ii) Documentation Officer (1 post)
- iii) Stenographer Grade-III (6 posts – SC-1; OBC-2 and UR-3)
- iv) Data Processing Assistants (3 posts – 1 OBC and 2 UR)
- v) Caretaker (1 post)

For details & online registration, visit [www.nird.org.in](http://www.nird.org.in)

**Last date – 11.01.2017**

Advt. No.15/2016 (Admn.A/A5/2016/49)

**Sd/-**  
**Assistant Registrar (E)**



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1. NIRD&PR is the country's apex organization for undertaking training, research and action research and consultancy in all aspects of rural development.
2. NIRD&PR invites application in prescribed format for filling up the following Non-academic posts on Direct Recruitment / Deputation basis.
3. **Eligibility** for the posts viz. qualifications, experience, age, scale of pay and job description, etc. are as follows:

**1) ADMINISTRATIVE OFFICER AT NIRDPR NORTH EASTERN REGIONAL CENTRE, GUWAHATI – 1 POST –Group A**

(On deputation basis initially for a period not exceeding three years likely to be extended further in terms of DoPT O.M.No. 6/8/2009-Estt.(Pay-II), dt.17.06.2010 read with O.M.No.2/6/16-Estt.(Pay-II), dt.17.2.2016)

**Essential Qualification:**

- i) A degree from a recognized university.
- ii) Minimum five years experience in a responsible/ supervisory/ administrative position in Government/ Quasi Government / Academic or Autonomous organization with atleast 3 years in the Grade Pay of Rs.4600/-.
- iii) Should be conversant with the Government rules and regulations/ Office procedures and administrative matters/ maintenance of accounts / stores purchase and maintenance of equipment, estate/hostel maintenance.

**Desirable Qualification :**

1. Post Graduate/ Degree in Law/ MBA/ Degree or Diploma in Personnel Management from a recognized University.
2. Experience of working in North Eastern region.

**Age :** Below 45 years

**Scale of pay :** Rs.15,600-39,100 with GP of Rs.5400/-

**Job Description :**

The Administrative Officer will be functioning under the direct supervision of the Director, NIRDPR-NERC, Guwahati. The broad functions of the Administrative Officer would be to assist the Director on matters pertaining to :

- i) Personnel, Establishment and Administrative matters including stores purchase etc. estate maintenance i.e. maintenance of buildings, roads, allotment of staff quarters, gardens, electricity, transport, sanitation and such other allied matters.
- ii) Work relating to various meetings and follow up action on various items of meetings.
- iii) Make administrative arrangements for training courses/ workshops, seminars, conferences including supervision of lodging and boarding facilities at the hostels for the participants of the training programmes and guest etc.
- iv) Supervision of accounts and finance work at the Regional Centre, Guwahati.
- v) Any other functions assigned from time to time.

**II. DOCUMENTATION OFFICER : (One Post) (Group A)****Essential Qualifications :**

1. A first or high second class Master's Degree (55% and above) in any one of the Social Sciences with a minimum of second class degree in Library Science

OR

A degree in any one of the Social Sciences with a first or high second class Master's degree in Library Science.

2. Five years experience in initiating and organizing specialized documentation services in a library of standing.

**Desirable Qualifications :**

A specialized degree in Documentation and publications in relevant field.

**Age :** Below 35 years.

**Scale of Pay in the Pay Band:** PB-3 : Rs.15600-39100 + Grade Pay of Rs.5400/-

**Note :** Persons with disabilities of One Leg affected (OL), Partially Deaf (PD), Muscular Weakness and limited physical endurance (MW) can also apply for the post.

**Job Description :**

The Selected candidate is expected to assist designing and initiating documentation services, CDC alerts and CDC index, bibliographic entries, identification of articles, reports, books for abstraction, preparation of abstracts of Development Literature,

compilation of publications, maintenance and updating of authority files, maintenance/ updating of computerised database, supervision and guidance in library operations, undertaking computerised literature search and association with training programmes/ workshops of CDC and any other assignment as given from time to time.

### **III. DATA PROCESSING ASSISTANT - 3 POSTS (ON DIRECT RECRUITMENT) – (OBC-1; UR-2) - Group C**

#### **Essential Qualification :**

B.Sc (Mathematics/Physics/Computer Science/Statistics/Operations Research) with PG Diploma in Computer Applications from a recognized Institution

**Or**

B.Tech (CS/ IT)

**Or**

M.Sc (Computer Science/IT) or MCA.

#### **Desirable Qualification :**

(i) For B.Sc. candidates with PGDCA, 2 years professional experience is desirable.

(ii) Working knowledge in multi-media/web design/tools design & testing etc.

**Age:** Below 30 years.

Note : Persons with disabilities Partially Deaf (PD) can also apply for the post.

**Scale of Pay in the Pay Band** : PB-2: Rs.9300-34800 + Grade Pay of Rs.4200/-

#### **Job Description :**

1. Attend to technical problems (software/hardware) of users as and when needed.
2. Assist the participants on hands-on-sessions after Resource Persons' dealing the subject in training programmes conducted by the CITQT Centre and others.
3. Supervise and maintenance of Computer Systems spread in different locations and rectify for problems, if any.
4. Render assist in online training evaluation after training conclusion.
5. Keep the Network uninterrupted and Systems maintenance on during training programmes and help making hardcopy of course materials and nominations etc.
6. Assist in calling nominations and preparation of course material for the training programmes to be conducted.
7. Experience in Programming language and involved in design and development of software applications.
8. Any other works as assigned by the superiors from time to time.

#### **IV. STENOGRAPHER GRADE-III – 6 POSTS (ON DIRECT RECRUITMENT)**

**(SC-1, OBC-2 & UR-3) - Group C**

**Essential Qualification:**

1. Matriculation/SSC or its equivalent examination of a recognised university.
2. English Shorthand – Intermediate Examination (with 100 w.p.m. speed) of State Board of Technical Education or Equivalent Examination of Govt. organization.
3. English Typewriting Higher grade examination of State Board of Technical Education or equivalent examinations of Govt. organizations (with 40 w.p.m.)

**Desirable Qualification:**

1. Knowledge of office procedure and working knowledge of computers particularly word processing
2. Previous experience in any Govt. office/autonomous body, public sector undertakings or firms of repute

**Age:**

Below 25 years but relaxable upto 30 years in case of candidates with experience or otherwise deserving.

**Scale of Pay in the Pay Band** : PB-2: Rs.5200-20200+ Grade Pay of Rs.2400/-

**Note:** Persons with disabilities one leg affected (OL) can also apply for the post.

**Job Description:**

1. Taking dictation, attending to phone calls, etc.
2. Maintenance of files and records.
3. Independent correspondence.
4. Any other duties assigned by the superiors from time to time.

#### **V. CARETAKER - ONE POST (ON DIRECT RECRUITMENT)**

**Essential Qualifications:**

1. Should be a graduate of a recognised university.
2. Experience in maintenance of buildings and in the duties of Receptionist.

**Desirable Qualifications:**

1. Previous experience in similar post or administrative post, for two years.

**Age:** Below 30 years.

**Scale of Pay in the Pay Band** : Rs.9300-34800 + Grade Pay of Rs.4200/-

**Note** : He should compulsorily stay in the campus in the event of selection and will be provided rent free accommodation.

**Job description**

1. Maintenance and upkeep of all office buildings, infrastructure equipment, conference halls, lecture halls, auditorium, etc.
2. Liaise with the Maintenance Unit.
3. Liaise with Hostel Manager for the proper supply of refreshments etc. to the participants when the sessions are in progress.
4. Liaise with Vehicles Incharge for the purpose of arranging transport of the guests/VIPs during their visit to the Institute.
5. Any other duties entrusted to him by the higher authorities.

**General Conditions:**

1. Employed personnel should submit their applications through proper channel. Advance copies/ direct applications within prescribed due date will be considered. However, applicants will have to produce **NO OBJECTION CERTIFICATE** from the employer at the time of interview.
2. In case of serving personnel, pay certificate duly signed by the pay drawing authority should be attached along with details of experience and present status.
3. Mere fulfilment of the qualifications prescribed does not entitle the candidate to be called for interview.
4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
5. Residential accommodation in NIRDPR Campus will be provided subject to availability.
6. **Reservation will be applicable as per Government of India rules for Direct Recruitment only.**
7. Only Indian Nationals are eligible to apply for the above positions.
8. Candidates claiming benefit of reservation are required to furnish copy of caste certificate prescribed by the Government of India for this purpose. Persons with different disabilities may also apply, subject to eligibility as per Government of India rules.

9. No correspondence will be entertained from the candidates regarding postal delays, short-listing, reasons for not being called for interview, selection or appointment.
10. Separate application through online form should be submitted for each post.
11. Experience and qualification will be reckoned as on the last date of submission of application. Clear quality Xerox attested copies of all important certificates and documents must be uploaded with the online application.
12. The Number of vacancies indicated in the Employment Notification is tentative. The Institute reserves the right to increase/decrease the number of posts, at the time of selection.
13. Reservation for SC/ST/OBC and PH for all posts exists as per the guidelines of the GOI. Candidates applying for the reserved posts should clearly state to which category they belong to. They must also enclose attested Photostat copy of Caste Certificate/ Medical Certificate issued from the concerned competent authorities.
14. Candidates belonging to OBC category should enclose Photostat copy of Caste Certificate issued from the concerned competent authorities as per the proforma of Govt. of India (which should not be more than 6 months old from the last date of submission of application) and which should be among other specially mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in col. 3 of the schedule to the Dept. of Personnel & Training in the Govt. of India OM No. 36012/22/93-Estt.SCT) dated 08.09.1993 and OM dt.30.5.2014. Please visit [www.ncbc.nic.in](http://www.ncbc.nic.in) for details. Otherwise, the application will be summarily rejected without further consideration.
15. The advertised posts are inclusive of backlog vacancies of SC/ST/OBC.
16. 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 interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
17. The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC categories will be made applicable to them.
18. Institute reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change. The Institute may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
19. Canvassing in any form will be treated as disqualification.

20. No correspondence will be entertained as regards short-listing, calling for interview, selection or appointment.
21. Candidate selected for the post at Sl.No. (1) will be posted at NIRDPR-NERC, Guwahati
22. Candidates selected are likely to be posted at any place in India depending upon the requirements of the Institute.
23. Candidate selected for the post of Caretaker ( Sl.No.5) has to stay compulsorily in the campus.
24. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
25. The Competent Authority reserves the right to decide to fill up or not to filling up these advertised posts.
26. The prescribed age of superannuation is 60 years for the employees of NIRDPR.
27. New pension scheme in accordance with the O.M.No.1 (13) EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure, dated 15.03.2004, will be applicable with subsequent amendments made or will be made from time to time.
28. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.
29. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
30. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
31. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
32. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
33. Application incomplete in any respect and not accompanied by relevant certificates/documents/ photograph will be summarily rejected.
34. For appointments on deputation, the tenure of deputation basis will be for period not exceeding three years on such terms and conditions governing the deputation in Government of India from time to time. The maximum age limit for appointment by deputation shall be 56 years on the closing date of the receipt of applications.



35. In case of deputation, the candidate may ensure that the following documents along with the application may be forwarded by their cadre controlling authorities/ Head of departments
- i. Vigilance Clearance;
  - ii. Integrity certificate;
  - iii. No Objection Certificate from the forwarding authority; and
  - iv. Photocopies of ACRs/APARs of last five years
36. The candidates after submission of online application on direct recruitment shall take print out of application and keep it with themselves for future reference. **Hence candidates applying on direct recruitment are advised not to submit any hard copy of application form.**
37. However, the candidates applying on deputation basis after submission of online application shall take a print out of application and apply through his / her parent organisation to forward the same along with Vigilance Clearance, Integrity Certificate, NOC from forwarding authority and photocopies of ACRs/ APARs and send the application to Assistant Registrar (E), National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad-500030, so as to reach it on or before **11.01.2017** by **05.30 PM**.

**The appointment will be subject to the Provisions of the Institute rules and subject to the concurrence from the Government of India.**

Interested candidates may apply through **Online Registration** available on the website [www.nird.org.in](http://www.nird.org.in) on or before **11.01.2017 (5.30 PM)**.

Assistant Registrar (E)