



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

Advt. No.29/2023

File No. NIRDPR/CPRDPSSD/SoEPR/Finance&Other-2023

Comp No. 15311

**Advertisement Inviting Applications for Filling up of Posts
in the School of Excellence in Panchayati Raj (SoEPR) under NIRDPR**

National Institute of Rural Development & Panchayati Raj (NIRDPR), which is the country's apex organization for training and research on various aspects of Panchayati Raj and Rural Development is implementing a National level Project for setting up of a School of Excellence in Panchayati Raj (SoEPR) at NIRDPR under RGSA. NIRDPR invites online applications from eligible candidates for the following contractual positions.

Positions at the School Level of the SoEPR for working at NIRDPR, Hyderabad			
Sl. No.	Name of the Position	No. of Posts	Remuneration
1	Consultant, Centre for Panchayat Governance, e-Governance and Service Delivery	2	Rs.1,00,000/- pm
2	Consultant, Centre for Panchayat Finance, Accounts & Audit	1	Rs.1,00,000/- pm
3	Consultant, Centre for Localisation of SDGs, Integrated Panchayat Planning and Convergence	2	Rs.1,00,000/- pm
4	Consultant, Centre for Public Health, Sanitation and Infrastructure Development through Panchayats	2	Rs.1,00,000/- pm
5	Consultant, Centre for Biodiversity, Environmental Upgradation and Built Environment through Panchayats	2	Rs.1,00,000/- pm
6	Consultant, Centre for Skilling & Economic Development through Panchayats	2	Rs.1,00,000/- pm
7	Consultant, Centre for Social Development (Health, Education, Women & Children) through Panchayats	2	Rs.1,00,000/- pm
8	Consultant, Centre for Conflict Management & Dispute Resolution through Panchayats	2	Rs.1,00,000/- pm
9	Consultant, Centre for Panchayat Statistics, Panchayat Policy Reforms and Advocacy	2	Rs.1,00,000/- pm
10	Consultant, IT for e-Governance and MIS	2	Rs.1,00,000/- pm
11	Training, Accounts & Administrative Coordinator (UR-4 & OBC-1)	5	Rs.40,000/- pm
Total number of positions		24	

The details with regard to the educational qualifications, experience, skills, job description, age, remuneration, etc. are as follows:

1. Consultant, Centre for Panchayat Governance, e-Governance and Service Delivery

1	Designation	Consultant, Centre for Panchayat Governance, e-Governance and Service Delivery
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in any stream of social science from any recognized university
5	Work Experience	Essential At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Panchayat Governance, e-Governance and Capacity Building & Training on Panchayats. Desirable <ul style="list-style-type: none"> • Experience of having worked on preparation/amendment of Acts and Rules related to Panchayat Governance, Byelaw etc. will be given preference. • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference. • Experience of having worked on implementation of PESA Act 1996 and experience of working on e-GramSwaraj will be given preference • Research experience in issues related to Panchayats & Rural Development will be given preference.
6	Knowledge and Skills Required	(a) Knowledge about Panchayat Acts & Rules of one or more States/UTs including structure, functions, roles & responsibilities of Panchayats as institutions of self-government (b) Knowledge of e-Governance and Service Delivery through Panchayats (c) Knowledge about Capacity Building & Training on Panchayats & Rural Development (d) Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal (e) Proficiency in writing and speaking English and speaking Hindi (f) ICT skills for contribution to the team working on Dashboards
7	Job Description	(a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre (b) Liaison with the States/UTs in connection with the related subjects (c) Regular field visits and reporting on ground realities on the subjects (d) Development of Training Materials on the related subjects (e) To conduct Training Programmes and organise Capacity Building events on the related subjects (f) Advancement of knowledge in the Centre's work, based on experience (g) To provide administrative support to the Centre as and when required (h) Coordination and convergence with various development programmes of Government (i) To work with non-Governmental and private sector entities (j) To raise funds through knowledge-based works of the Centre (k) To contribute to development of knowledge in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work

		<p>(l) To serve as a knowledge repository in the Centre's area of work for State Units</p> <p>(m) To provide support and guidance to the Centre, States/UTs/Panchayats in conduct of research/ action research, CB&T and M&E in respect of –</p> <ul style="list-style-type: none"> • Management of Panchayats, Gram Sabha and Ward Sabha, meetings, works etc. • Maintenance of records in the Panchayats • Organisational dynamics and institutional development of Panchayats • Good Governance through Panchayats • Transparency, voluntary disclosure of information and Accountability of Panchayats • On boarding of e-GramSwaraj with all e-Panchayat modules in all tiers of Panchayats • Citizen Charter at every Panchayat • Implementation of PESA Act, 1996 • Social Justice through Panchayats • Improved service delivery to citizens • Compliance of the provisions of RTI Act and RTPS Act <p>(n) To provide support to Panchayat Standing Committees in areas of work related to the Centre</p> <p>(o) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre</p> <p>(p) To undertake extensive travels in remote areas of the country</p> <p>(q) To work for prolonged hours to achieve targets of the Centre</p> <p>(r) To discharge such other responsibilities as may be assigned by the competent authority</p>
8	Age Limit	Not more than 62 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

2. Consultant, Centre for Panchayat Finance, Accounts & Audit

1	Designation	Consultant, Centre for Panchayat Finance, Accounts & Audit
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	1 (One)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in Finance/Accounts/Commerce and related areas from any recognized university
5	Work Experience	<p>Essential</p> <p>At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Panchayat Finance, Accounts & Audit.</p> <p>Desirable</p> <ul style="list-style-type: none"> • Experience of having worked on preparation/amendment of Acts and Rules related to Panchayat Finance, Accounts, Audit, Byelaw etc. • Experience of working with Inter Governmental finance issues/Finance Commissions. • Experience of having worked on e-GramSwaraj will be given preference. • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference.

		<ul style="list-style-type: none"> • Research experience in issues related to Panchayats & Rural Development including Panchayat Finance, Accounts & Audit will be given preference.
6	Knowledge and Skills Required	<ul style="list-style-type: none"> (a) Knowledge about Panchayat Acts & Rules of one or more States/UTs including structure, functions, roles & responsibilities of Panchayats as institutions of self-government (b) Knowledge about Panchayat Finance, Accounts & Audit, e-Governance and Own Source Revenue of Panchayats (c) Knowledge about Capacity Building & Training on Finance, Accounts & Audit, e-Governance and Own Source Revenue of Panchayats (d) Knowledge of Inter-Governmental finance issues/Finance Commissions (e) Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal (f) Proficiency in writing and speaking English and speaking Hindi
7	Job Description	<ul style="list-style-type: none"> (a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre (b) Liaison with the States/UTs in connection with the related subjects (c) Regular field visits and reporting on ground realities on the subjects (d) Advancement of knowledge in the Centre's work, based on experience (e) Development of Training Materials on the related subjects (f) To conduct Training Programmes and organise Capacity Building events on the related subjects (g) To provide administrative support to the Centre as and when required (h) To work with non-Governmental and private sector entities (i) To raise funds through knowledge-based works of the Centre (j) To contribute to development of knowledge in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work (k) To serve as a knowledge repository in the Centre's area of work for State Units (l) To provide support and guidance to the Centre and the States/UTs in conduct of research/action research, CB&T and M&E in respect of – <ul style="list-style-type: none"> • Appropriate Financial Management in Panchayats • Procurement Management in Panchayats • Management and maintenance of Panchayat Accounts • Internal Audit, Statutory Audit and Audit compliance • Mobilisation and utilization of Own Source Revenue • Study on functioning of SFCs, CB&T of the officials of SFCs and coordination with SFCs and the CFC (m) To provide support to Panchayat Standing Committees in areas of work related to the Centre (n) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre (o) To undertake extensive travels in remote areas of the country (p) To work for prolonged hours to achieve targets of the Centre (q) To discharge such other responsibilities as may be assigned by the competent authority
8	Age Limit	Not more than 62 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

3. Consultant, Centre for Localisation of SDGs, Integrated Panchayat Planning and Convergence

1	Designation	Consultant, Centre for Localisation of SDGs, Integrated Panchayat Planning and Convergence
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in any stream of social science from any recognized university
5	Work Experience	<u>Essential</u> At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Developmental Planning, Panchayat Governance and Capacity Building & Training of Panchayats on Decentralised Planning. <u>Desirable</u> <ul style="list-style-type: none"> • Preference will be given to those having work experience in MDGs, SDGs, Localization of SDGs, and GPDP, BPDP & DPDP. • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference. • Experience of working on e-GramSwaraj will be given preference. • Experience of working in the Aspirational Districts Programme. • Research experience in issues related to Decentralised Planning will be given preference.
6	Knowledge and Skills Required	(a) Knowledge about Panchayat Acts & Rules of one or more States/UTs including structure, functions, roles & responsibilities of Panchayats as institutions of self-government (b) Knowledge of MDGs and SDGs. (c) Knowledge about Decentralised Planning, Localization of SDGs and LSDG-focused Theme-based GPDP, BPDP & DPDP (d) Knowledge about Capacity Building & Training on Panchayats & Rural Development, e-Governance and LSDG-focused Theme-based GPDP, BPDP & DPDP (e) Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal (f) Proficiency in writing and speaking English and speaking Hindi.
7	Job Description	(a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre (b) Liaison with the States/UTs in connection with the related subjects (c) Regular field visits and reporting on ground realities on the subjects (d) Development of Training Materials on the related subjects (e) To conduct Training Programmes and organise Capacity Building events on the related subjects (f) Advancement of knowledge in the Centre's work, based on experience (g) To provide administrative support to the Centre as and when required (h) Coordination and convergence with various development programmes of Government (i) To work with non-Governmental and private sector entities (j) To raise funds through knowledge-based works of the Centre (k) To contribute to development of knowledge in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work (l) To serve as a knowledge repository in the Centre's area of work for

		<p>State Units</p> <p>(m) To provide support and guidance to the Centre and the States/UTs in conduct of research/ action research, CB&T and M&E in respect of –</p> <ul style="list-style-type: none"> • Localisation of SDGs through Panchayats, fixing up targets under them and linking them with Local Indicator Framework • SDG-focused Theme-based integrated GPDP, BPDP & DPDP and synergy among them • Convergence with the initiatives of the line departments through integrated planning • Panchayat-SHG Convergence and integration of VPRPs into GPDPs • Application of science & technology including GIS & Spatial Planning • Preparation, implementation and monitoring of Credit Plans by Panchayats • Special Planning for SC, ST and other backward sections, particularly women and children among them • Equity, Social Justice & Inclusiveness in development interventions <p>(n) To provide support to Panchayat Standing Committees in areas of work related to the Centre</p> <p>(o) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre</p> <p>(p) To undertake extensive travels in remote areas of the country</p> <p>(q) To work for prolonged hours to achieve targets of the Centre</p> <p>(r) To discharge such other responsibilities as may be assigned by the competent authority</p>
8	Age Limit	Not more than 62 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

4. Consultant, Centre for Public Health, Sanitation and Infrastructure Development through Panchayats

1	Designation	Consultant, Centre for Public Health, Sanitation and Infrastructure Development through Panchayats
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in area relevant to Centre's work
5	Work Experience	<p><u>Essential</u></p> <p>At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Public Health including Drinking Water, Sanitation & Hygiene (WASH) and Infrastructure Development through Panchayats.</p> <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience of working on: <ul style="list-style-type: none"> ○ Jal Jeevan Mission (JJM)/SBM-G ○ Rural Drinking Water Supply/Sanitation Scheme ○ Rural Infrastructure Schemes • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference. • Research experience in issues related to the subjects will be given

		preference.
6	Knowledge and Skills Required	<p>(a) Knowledge about Panchayati Raj system including structure, functions, roles & responsibilities of Panchayats as institutions of self-government</p> <p>(b) Knowledge about Public Health including Drinking Water, Sanitation & Hygiene (WASH) and Infrastructure Development through Panchayats</p> <p>(c) Knowledge about Capacity Building & Training on Public Health including Drinking Water, Sanitation & Hygiene (WASH) and Infrastructure Development through Panchayats</p> <p>(d) Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal</p> <p>(e) Proficiency in writing and speaking English and speaking Hindi</p>
7	Job Description	<p>(a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre</p> <p>(b) Liaison with the States/UTs in connection with the related subjects</p> <p>(c) Regular field visits and reporting on ground realities on the subjects</p> <p>(d) Development of Training Materials on the related subjects</p> <p>(e) To conduct Training Programmes and organise Capacity Building events on the related subjects</p> <p>(f) Advancement of knowledge in the Centre's work, based on experience</p> <p>(g) To provide administrative support to the Centre as and when required</p> <p>(h) Coordination and convergence with various development programmes of Government</p> <p>(i) To work with non-Governmental and private sector entities</p> <p>(j) To raise funds through knowledge-based works of the Centre</p> <p>(k) To contribute to development of knowledge base in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work</p> <p>(l) To serve as a knowledge repository in the Centre's area of work for State Units</p> <p>(m) To provide support and guidance to the Centre and States/UTs in conduct of research/ action research, CB&T and M&E in respect of –</p> <ul style="list-style-type: none"> • Supply of safe drinking water and creation/maintenance of drinking water sources etc. • Water Testing in laboratories and corrective measures to ensure safe drinking water • Sanitation, cleanliness, personal hygiene, maintenance of ODF/ODF+ status, drainage and other public health initiatives • Solid & liquid waste management by Panchayats • Low-cost and durable infrastructure by Panchayats • Habitat Development in Panchayat areas <p>(n) To provide support to Panchayat Standing Committees in areas of work related to the Centre</p> <p>(o) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre</p> <p>(p) To undertake extensive travels in remote areas of the country</p> <p>(q) To work for prolonged hours to achieve targets of the Centre</p> <p>(r) To discharge such other responsibilities as may be assigned by the competent authority</p>
8	Age Limit	Not more than 62 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

5. Consultant, Centre for Biodiversity, Environmental Upgradation and Built Environment through Panchayats

1	Designation	Consultant, Centre for Biodiversity, Environmental Upgradation and Built Environment through Panchayats
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in Environmental Science/Environmental Economics/Planning and Architecture or related areas
5	Work Experience	<u>Essential</u> At least ten years' first-hand combined experience of having worked at District/State/ National level on issues related to Biodiversity, Environmental Upgradation and Built Environment through Panchayats <u>Desirable</u> <ul style="list-style-type: none"> • Experience of working on Building Regulations and OSR will be given preference. • Experience of working on Participatory Management of Natural resources, Biodiversity Governance etc. will be given preference. • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference. • Research experience in issues related to the subjects will be given preference.
6	Knowledge and Skills Required	(a) Knowledge about Panchayati Raj system including structure, functions, roles & responsibilities of Panchayats as institutions of self-government (b) Knowledge about Biodiversity, Environmental Upgradation and Built Environment through Panchayats (c) Knowledge about Capacity Building & Training on Biodiversity, Environmental Upgradation and Built Environment (d) Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal (e) Proficiency in writing and speaking English and speaking Hindi.
7	Job Description	(a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre (b) Liaison with the States/UTs in connection with the related subjects (c) Regular field visits and reporting on ground realities on the subjects (d) Development of Training Materials on the related subjects (e) To conduct Training Programmes and organise Capacity Building events on the related subjects (f) Advancement of knowledge in the Centre's work, based on experience (g) To provide administrative support to the Centre as and when required (h) Coordination and convergence with various development programmes of Government (i) To work with non-Governmental and private sector entities (j) To raise funds through knowledge-based works of the Centre (k) To contribute to development of knowledge base in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work (l) To serve as a knowledge repository in the Centre's area of work for State Units (m) To provide support and guidance to the Centre and States/UTs in conduct of research/ action research, CB&T and M&E in respect of –

		<ul style="list-style-type: none"> • Preparation of Biodiversity Register by Panchayats • Maintenance of Biodiversity in Panchayats • Climate Change adaptation and disaster mitigation by Panchayats • Natural Resource Management for enhanced production and productivity in primary sector • Environmental upgradation, appraisal of projects by Panchayats based on acceptable standards • Maintenance of Built Environment by Panchayats • Guidance to Panchayats in preparing Biodiversity Plan and integrating the same with GPDP <p>(n) To provide support to Panchayat Standing Committees in areas of work related to the Centre</p> <p>(o) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre</p> <p>(p) To undertake extensive travels in remote areas of the country</p> <p>(q) To work for prolonged hours to achieve targets of the Centre</p> <p>(r) To discharge such other responsibilities as may be assigned by the competent authority</p>
8	Age Limit	Not more than 62 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

6. Consultant, Centre for Skilling & Economic Development through Panchayats

1	Designation	Consultant, Centre for Skilling & Economic Development through Panchayats
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in Development Management/Administration/ Entrepreneurship and related areas
5	Work Experience	<p>Essential</p> <p>At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Skilling and/or Economic Development in rural areas</p> <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in DDU-GKY/NRLM or RURBAN or Rural Cooperatives/FPOs and Rural Industrialization will be given preference. • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference. • Research experience in issues related to Skilling and/or Economic Development through Panchayats will be given preference.
6	Knowledge and Skills Required	<p>(a) Knowledge about Panchayati Raj system including structure, functions, roles & responsibilities of Panchayats as institutions of self-government</p> <p>(b) Knowledge about Skilling and/or Economic Development through Panchayats</p> <p>(c) Knowledge about Capacity Building & Training on Skilling and/or Economic Development through Panchayats</p> <p>(d) Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal</p> <p>(e) Proficiency in writing and speaking English and speaking Hindi.</p>

7	Job Description	<p>(a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre</p> <p>(b) Liaison with the States/UTs in connection with the related subjects</p> <p>(c) Regular field visits and reporting on ground realities on the subjects</p> <p>(d) Development of Training Materials on the related subjects</p> <p>(e) To conduct Training Programmes and organise Capacity Building events on the related subjects</p> <p>(f) Advancement of knowledge in the Centre's work, based on experience</p> <p>(g) To provide administrative support to the Centre as and when required</p> <p>(h) Coordination and convergence with various development programmes of Government</p> <p>(i) To work with non-Governmental and private sector entities</p> <p>(j) To raise funds through knowledge-based works of the Centre</p> <p>(k) To contribute to development of knowledge base in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work</p> <p>(l) To serve as a knowledge repository in the Centre's area of work for State Units</p> <p>(m) To provide support and guidance to the Centre and States/UTs in conduct of research/ action research, CB&T and M&E in respect of –</p> <ul style="list-style-type: none"> • Mapping of existing skills of the work force in Panchayats • Identification of skilling for local level entrepreneurship • Preparation of Skilling Plan and Entrepreneurship Development by Panchayats for expansion of livelihoods • Creation of Economic Development Models, based on local needs, skills, resources and marketing opportunities • Promotion of PPP in Skilling/ Economic development of Panchayats • Organisation of Rural Cooperatives/FPOs • Linkage of entrepreneurs with credit institutions and financial inclusion <p>(n) To provide support to Panchayat Standing Committees in areas of work related to the Centre</p> <p>(o) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre</p> <p>(p) To undertake extensive travels in remote areas of the country</p> <p>(q) To work for prolonged hours to achieve targets of the Centre</p> <p>(r) To discharge such other responsibilities as may be assigned by the competent authority</p>
8	Age Limit	Not more than 62 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

7. Consultant, Centre for Social Development (Health, Education, Women & Children) through Panchayats

1	Designation	Consultant, Centre for Social Development (Health, Education, Women & Children) through Panchayats
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in any stream of social science
5	Work Experience	Essential At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Health, Nutrition, Education and/or Development of Women & Children

		<p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience in implementation of Government programmes related to NRHM/NHM, SSA/SS, ICDS/POSHAN will be given preference. • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference. • Research experience in issues related to Health, Nutrition, Education and Development of Women & Children through Panchayats will be given preference.
6	Knowledge and Skills Required	<p>(a) Knowledge about Panchayati Raj system including structure, functions, roles & responsibilities of Panchayats as institutions of self-government</p> <p>(b) Knowledge about Health, Nutrition, Education and Development of Women & Children</p> <p>(c) Knowledge about Capacity Building & Training on Health, Nutrition, Education and/or Development of Women & Children</p> <p>(d) Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal</p> <p>(e) Proficiency in writing and speaking English and speaking Hindi.</p>
7	Job Description	<p>(a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre</p> <p>(b) Liaison with the States/UTs in connection with the related subjects</p> <p>(c) Regular field visits and reporting on ground realities on the subjects</p> <p>(d) Development of Training Materials on the related subjects</p> <p>(e) To conduct Training Programmes and organise Capacity Building events on the related subjects</p> <p>(f) Advancement of knowledge in the Centre's work, based on experience</p> <p>(g) To provide administrative support to the Centre as and when required</p> <p>(h) Coordination and convergence with various development programmes of Government</p> <p>(i) To work with non-Governmental and private sector entities</p> <p>(j) To raise funds through knowledge-based works of the Centre</p> <p>(k) To contribute to development of knowledge base in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work</p> <p>(l) To serve as a knowledge repository in the Centre's area of work for State Units</p> <p>(m) To provide support and guidance to the Centre and States/UTs in conduct of research/ action research, CB&T and M&E in respect of –</p> <ul style="list-style-type: none"> • Community health care management by Panchayats including management of pandemic, endemic & epidemic diseases • Support to communities for preventive & promotive health care • Addressing malnutrition and improvement in nutritional status, particularly of women and children, menstrual hygiene, health of adolescent girls etc. • Support for effective management of Anganwadi Centres • Support for pre-school education, universalization of elementary education, adult education, vocational education etc. • Support for improving the quality of education at all levels • Support for women empowerment and child development • Support for monitoring the wellness centers by Panchayats <p>(n) To provide support to Panchayat Standing Committees in areas of work related to the Centre</p> <p>(o) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre</p> <p>(p) To undertake extensive travels in remote areas of the country</p>

		(q) To work for prolonged hours to achieve targets of the Centre (r) To discharge such other responsibilities as may be assigned by the competent authority
8	Age Limit	Not more than 62 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

8. Consultant, Centre for Conflict Management & Dispute Resolution through Panchayats

1	Designation	Consultant, Centre for Conflict Management & Dispute Resolution through Panchayats
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in Law/any stream of social science/Peace studies
5	Work Experience	Essential At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Conflict Management & Dispute Resolution Desirable • Experience in Nyaya Panchayat /Lok Adalat/mediation/alternate dispute resolution mechanisms will be given preference. • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference. • Research experience in issues related to Conflict Management & Dispute Resolution through Panchayats will be given preference.
6	Knowledge and Skills Required	(a) Knowledge about Panchayati Raj system including structure, functions, roles & responsibilities of Panchayats as institutions of self-government (b) Knowledge about Conflict Management & Dispute Resolution (c) Knowledge about mediation through Panchayats (d) Knowledge about Capacity Building & Training on Panchayats (e) Soft skills including proficiency in MS Office, presentation skills and skills in use of e-GramSwaraj Portal (f) Knowledge of Socially inclusive policies (g) Proficiency in writing and speaking English and speaking Hindi.
7	Job Description	(a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre (b) Liaison with the States/UTs in connection with the related subjects (c) Regular field visits and reporting on ground realities on the subjects (d) Development of Training Materials on the related subjects (e) To conduct Training Programmes and organise Capacity Building events on the related subjects (f) Advancement of knowledge in the Centre's work, based on experience (g) To provide administrative support to the Centre as and when required (h) Coordination and convergence with various development programmes of Government (i) To work with non-Governmental and private sector entities (j) To raise funds through knowledge-based works of the Centre

		<p>(k) To contribute to development of knowledge base in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work</p> <p>(l) To serve as a knowledge repository in the Centre's area of work for State Units</p> <p>(m) To provide support and guidance to the Centre and States/UTs in conduct of research/ action research, CB&T and M&E in respect of –</p> <ul style="list-style-type: none"> • Support for generation of social consciousness, social cohesion and peace among citizens • Support for conflict management, dispute resolution, and mediation for maintenance of harmony among communities • Support for implementation of 'Nyaya Panchayat' wherever applicable • Promotion of social services by Panchayats • Promotion of voluntarism among citizens and deployment of volunteers as friends of Panchayats <p>(n) To provide support to Panchayat Standing Committees in areas of work related to the Centre</p> <p>(o) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre</p> <p>(p) To undertake extensive travels in remote areas of the country</p> <p>(q) To work for prolonged hours to achieve targets of the Centre</p> <p>(r) To discharge such other responsibilities as may be assigned by the competent authority</p>
8	Age Limit	Not more than 62 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

9. Consultant, Centre for Panchayat Statistics, Panchayat Policy Reforms and Advocacy

1	Designation	Consultant, Centre for Panchayat Statistics, Panchayat Policy Reforms and Advocacy
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in Statistics/Public Policy/Public Administration and related areas
5	Work Experience	<p>Essential</p> <p>At least ten years' first-hand combined experience of having worked at District/State/National level on issues related to Panchayat Governance, Capacity Building & Training on Panchayats, Panchayat Statistics, Panchayat Policy Reforms, Advocacy, issues related to State Election Commission etc.</p> <p>Desirable</p> <ul style="list-style-type: none"> • Experience in preparation/amendment of Panchayat Act and Rules, Regulations, Byelaw etc. will be given preference. • Experience of working with commissions / committees dealing with Panchayat Policy Reforms and Central/State Election Commission will be given preference. • Experience of working in development planning • Experience in development of Training Materials on the subjects and conduct of Training including Training of Trainers will be given preference. • Research experience in issues related to the subjects will be given

		preference.
6	Knowledge and Skills Required	<p>(a) Sound Knowledge about Panchayat Acts & Rules of one or more States/UTs including structure, functions, roles & responsibilities of Panchayats as institutions of self-government</p> <p>(b) Knowledge about Panchayat Statistics, Panchayat Policy Reforms and Advocacy</p> <p>(c) Knowledge about Capacity Building & Training on Panchayats</p> <p>(d) Soft skills including proficiency in MS Office and presentation skills</p> <p>(e) Proficiency in writing and speaking English and speaking Hindi.</p>
7	Job Description	<p>(a) To provide consultancy to the States/UTs/Panchayats on subjects related to the Centre</p> <p>(b) Liaison with the States/UTs in connection with the related subjects</p> <p>(c) Regular field visits and reporting on ground realities on the subjects</p> <p>(d) Development of Training Materials on the related subjects</p> <p>(e) To conduct Training Programmes and organise Capacity Building events on the related subjects</p> <p>(f) Advancement of knowledge in the Centre's work, based on experience</p> <p>(g) To provide administrative support to the Centre as and when required</p> <p>(h) Coordination and convergence with various development programmes of Government</p> <p>(i) To work with non-Governmental and private sector entities</p> <p>(j) To raise funds through knowledge-based works of the Centre</p> <p>(k) To contribute to development of knowledge base in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work</p> <p>(l) To serve as a knowledge repository in the Centre's area of work for State Units</p> <p>(m) To provide support and guidance to the Centre and States/UTs in conduct of research/ action research, CB&T and M&E in respect of –</p> <ul style="list-style-type: none"> • Assessment of requirement of Panchayat Policy Reforms in States and UTs and advocacy for need-based Reforms in Panchayat Acts, Rules, Regulations etc. • Harmonization of Panchayat law with other laws and advocacy for need-based amendment in Panchayat law • Study on Panchayat Election systems across States and UTs and identification of gaps in systems and processes • Support to State Governments and State Election Commissions for reforms in Panchayat Election law to facilitate free and fair Panchayat Elections • Support to State Governments and State Election Commissions to prepare Panchayat Election database • Support to State Election Commissions for improving Panchayat election operations • Study on functioning of State Election Commissions, organisation of Annual Conclave with SECs and submission of Policy Recommendations to the Ministry of Panchayati Raj and the States/UTs <p>(n) To provide support to Panchayat Standing Committees in areas of work related to the Centre</p> <p>(o) Documentation and dissemination of Best and Innovative Practices in areas of work related to the Centre</p> <p>(p) To undertake extensive travels in remote areas of the country</p> <p>(q) To work for prolonged hours to achieve targets of the Centre</p> <p>(r) To discharge such other responsibilities as may be assigned by the competent authority</p>
8	Age Limit	Not more than 62 years as on 16.08.2023

9.	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR
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10. Consultant, IT for e-Governance and MIS in the Centre for Panchayat Governance, e-Governance and Service Delivery

1	Designation	Consultant, IT for e-Governance and MIS
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (Two)
4	Educational Qualification	A Bachelor's degree in Engineering/Technology in Computer Science or IT from a reputed institution Desirable: Masters degree in Engineering/Technology in Computer Science or IT from a reputed institution
5	Work Experience	Essential At least five years' first-hand combined experience of having worked at State/National level on development and maintenance of MIS, web-based monitoring and development & maintenance of Dashboards Desirable <ul style="list-style-type: none"> • Experience of developing ICT tools related to Panchayats • Experience in developing end-to-end IT systems • Experience in developing mobile applications
6	Knowledge and Skills Required	(a) Technical competencies such as knowledge of programming languages, software development workflows and data warehousing techniques (b) Certified knowledge of leading Information technologies (c) Certified Project Management skills (d) Soft skills including leadership skills, analytical skills and communication skills (e) Skills in development of MIS for development programmes (f) Skills in development of web-based monitoring systems (g) Skills in development and maintenance of Dashboards (h) Knowledge about Capacity Building & Training on Panchayats and e-Governance (i) Proficiency in writing and speaking English and speaking Hindi.
7	Job Description	(a) Development of MIS for development programmes, development of web-based monitoring systems and development and maintenance of Dashboards and software for improving Panchayat operations (b) Development of Training Materials on the related subjects (c) Regular field visits and reporting on ground realities on the subjects (d) Advancement of knowledge in the Centre's work, based on experience (e) To provide administrative support to the Centre as and when required (f) Coordination and convergence with various development programmes of Government (g) To work with non-Governmental and private sector entities (h) To raise funds through knowledge-based works of the Centre (i) To contribute to development of knowledge in the Centre's domain to make it a pre-eminent Centre of Excellence in the area of work (j) To serve as a knowledge repository in the Centre's area of work for State Units (k) To provide support and guidance to the Centre, States & UTs and Panchayats in conduct of research/action research, CB&T and M&E in respect of MIS, web-based monitoring and development and maintenance of Dashboard for online monitoring of various

		development programmes (1) To provide Capacity Building & Training support to the staff of the SoEPR and SIRDs on application of eGramSwaraj and other platforms of the Ministry of Panchayati Raj and other Ministries of Government of India
8	Age Limit	Not more than 50 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.1,00,000/- (Rupees one lakh) only per month plus travel and subsistence on tour as per norms of NIRDPR

11. Training, Accounts & Administrative Coordinator

1	Designation	Training, Accounts & Administrative Coordinator
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	5 (Five)
4	Educational Qualification	Masters degree in any discipline from any recognized university Desirable: Masters degree in commerce or any stream of social science
5	Work Experience	Essential Three years' first-hand combined experience of having worked on Training management, financial management and office management at District/State/National level, particularly in Government environment Desirable • Experience of communication with States/Districts/institutes dealing with Training and related issues • Experience of preparation of Training Report/Statement of Expenditure /UC/Administrate Report/Audit Compliance Report will be given preference.
6	Knowledge and Skills Required	• Knowledge about management of Training • Knowledge about and skills in financial management and accounting procedures, particularly in any Government office • Skills in office management and administrative works, particularly in Government environment • Soft skills including proficiency in MS Office, particularly Excel • Ability to speak and write in English and speaking Hindi
7	Job Description	• To provide support to all the Centres under the SoEPR in organising and managing Training Programmes • To provide support to all the Centres under the SoEPR in computerized accounts management, office management and administrative works including maintenance of official records relating to financial management, accounting and auditing • To prepare and check bills including TA/DA bills in respect of all the Centres under the SoEPR and the State Units of the SoEPR • Preparation of Statement of Expenditure, requisition of funds, submission of UCs etc. • To coordinate with the Accounts section of NIRDPR for regular release of funds in favour of recipients • Liaison and communication with States/UTs, Districts/Panchayats, partner organisations and different Centres of NIRDPR including the SoEPR and the State Units of the SoEPR • To discharge such other responsibilities as may be assigned by the

		competent authority
8	Age Limit	Not more than 40 years as on 16.08.2023
9	Remuneration	A consolidated amount of Rs.40,000/- (Rupees forty thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR

General Conditions

1. An application fee of Rs.300/- must be paid by General/OBC/EWS candidates through Pay Fee (SB Collect). No application fee is required for SC/ST/PWD candidates.
2. Candidate seeking exemption of application fee under SC/ST/PWD category shall be required to upload the necessary Caste/PWD category certificate. Otherwise, the application is liable to be rejected.
3. The candidates need to apply through online registration available on the website <http://career.nirdpr.in/>
4. The offered assignment is purely on contract basis and does not envisage any form of regular appointment at NIRDPR in future.
5. The candidates who are not capable of conducting official tour frequently with staying outdoors for moving from one State/UT to another are not suitable for the assignments.
6. Higher pay may be granted to the deserving candidates.
7. Age, experience and qualification will be reckoned as on **16.08.2023**. Clear quality attested photostat copies of all important certificates and documents must be uploaded with the online application.
8. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications laid down in the Advertisement.
9. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
10. The Institute reserves the right to relax any of the requirements i.e. Age, Educational Qualification, Work Experience etc. in exceptional cases.
11. Selection of eligible candidates will be done through a fair competitive process. Canvassing in any form will be treated as a disqualification.
12. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection, engagement or posting.
13. Date, time and venue of Written Test and/or Interviews shall be communicated to shortlisted candidates

only.

14. Only the shortlisted candidates will be called for Written Test and/or Interview as applicable and no TA / DA will be given for attending the Written Test/Interview.
15. 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 and/or Interview.
16. 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 with the candidates.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
18. The number of vacancies is indicative. It may increase or decrease as per the requirement of the Institute.
19. Candidates may regularly visit the website of NIRDPR for further information/updates, if any.
20. Applications received after the due date and time will not be considered.
21. The final results will be communicated to the selected candidates only.
22. The last date for submission of online application is **16.08.2023**.
23. If any incumbent, after contractual engagement on successful completion of all the stages of the Recruitment process, submits resignation, she/he will have to serve a notice period of three months with fully satisfactory performance before release.
24. Candidates who have not been shortlisted have the option of representing within 2 days of display of shortlisted candidates on the website, failing which no further claim in this regard will be entertained.

Assistant Director
Administration (Section-I)