



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

**Advt.No.08/2025**

**File no.NIRDPR/CWEL/RecruitmentofPOs  
orMoRD/2025-26**

**Comp no.17481**

National Institute of Rural Development and Panchayati Raj (NIRDPR) an autonomous organization under the Ministry of Rural Development (MoRD), Govt. of India proposes to engage the services of suitable candidates for various positions on contract basis for providing support in implementation of Annual Action Plan (AAP) under Mahatma Gandhi NREGA programme and to be placed at MGNREGS programme division of the Ministry of Rural Development, Government of India, New Delhi. Centre for Wage Employment and Livelihoods (CWEL) of NIRDPR invites online applications for below mentioned contractual positions:

<b>Sl. No</b>	<b>Name of the Position</b>	<b>No. of Positions</b>	<b>Remuneration Per Month (Rs.)</b>
1	Programme Officer- Works	1	1,90,000/-
2	Programme Officer (Timely payment, MIS and DBT)	1	1,90,000/-
3	Project Officer – Works (NRM/Convergence)	1	1,40,000/-
4	Project Officer (Research)	1	1,40,000/-
5	Project Officer (Legal)	1	1,40,000/-
6	Project Officer (IEC)	2	1,40,000/-
7	Project Officer (Planning and Monitoring)	2	1,40,000/-
8	Project Officer (Finance)	2	1,40,000/-
9	Project Officer Works (SECURE)	2	1,40,000/-
10	Project Officer (Timely payment, MIS and DBT)	4 (UR:03; OBC:01)	1,40,000/-

11	Project officer (Capacity Building/ CFP/Unnati/HR/Public Grievance/Training)	5 (UR:04; OBC:01)	1,40,000/-
12	Project Officer (Social Audit and Ombudsperson)	5 (UR:04; OBC:01)	1,40,000/-
13	Junior Project Officer (Planning and Monitoring)	1	1,00,000/-
14	Junior Project Officer (IEC)	1	1,00,000/-
15	Junior Project Officer (Finance)	1	1,00,000/-
16	Junior Project Officer- Geo- MGNREGA/GIS	2	1,00,000/-
17	Junior Project Officer- Works	1	1,00,000/-
<b>Total</b>		<b>33</b>	

The details with regard to the educational qualifications, experience, deliverables, remuneration, etc. are as follows:

#### I. Programme Officer - Works

1.	Designation	Programme Officer - Works
2.	Nature of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually
5.	Essential Qualification	Bachelor in Civil Engineering or equivalent with Post Graduate degree in Engineering or MBA.
6.	Experience	Minimum 10 years of work experience including execution of works, inspection of field visits at the ground level. Experience working in similar areas working for Government projects in India will be given preference.
7.	Deliverables	<ul style="list-style-type: none"> <li>• Preparation of Standard Guideline, Operational manual, Training manual. etc.</li> <li>• Define set of outcomes for each work and prepare estimates.</li> <li>• Monitor the quality of works in the field by</li> </ul>

		<p>undertaking Independent studies and make recommendations for improving the same.</p> <ul style="list-style-type: none"> <li>• Identify and ensure capacity building of technical personnel within State at all level through NIRD/SIRD/Partners.</li> <li>• Interact with stakeholders to facilitate exchange of critical information and validate the findings and recommendations regarding the creation of durable assets under Mahatma Gandhi NREGA.</li> </ul>
8.	Age limit	Not exceeding 60 years
9.	Remuneration	Rs.1,90,000/- per month (Consolidated)

## II. Programme Officer (Timely payment, MIS and DBT)

1.	Designation	Programme Officer (Timely payment, MIS and DBT)
2.	Nature of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5.	Essential Qualification	<ul style="list-style-type: none"> <li>• B. E CSE/ B.Tech IT / B.Tech(CSE)/ MCA / M.Sc (IT) / M.Sc(CS)</li> <li>• Expertise on Database Management and Data Analysis is a must.</li> </ul>
6.	Experience	<ul style="list-style-type: none"> <li>• Minimum 10 years' work experience in core.</li> <li>• Exposure to NREGA Soft and/or other MIS of Govt. Schemes.</li> <li>• Proven experience in managing MIS projects, systems analysis, database management, or a related field.</li> <li>• Knowledge in PFMS related matters will be an added advantage.</li> </ul>

7.	Deliverables	<ul style="list-style-type: none"> <li>• Assist in the planning, development, and implementation of MIS projects.</li> <li>• Develop detailed project plans, including timelines, milestones, resource allocation, etc.</li> <li>• Coordinate with various stakeholders, including NIC teams, end-users, and management, to ensure project objectives are met.</li> <li>• Work closely with developers and IT staff to ensure that systems meet user requirements and organizational standards.</li> <li>• Maintain and troubleshoot existing MIS infrastructure, ensuring data integrity, security, and performance.</li> <li>• Oversee data collection, storage, and analysis processes to ensure data accuracy and availability.</li> <li>• Develop and manage databases, dashboards, and reporting tools to support decision-making and strategic planning.</li> <li>• Analyze data trends and provide insights to enhance organizational processes and performance.</li> <li>• Provide technical support and training to end-users on the effective use of information systems and data management tools.</li> <li>• Develop user manuals, training materials, and guidelines to enhance user proficiency with MIS tools and systems.</li> <li>• Oversee, guide and build the capacity of the States to implement eFMS/NeFMS for wage, material and admin.</li> <li>• Ensure that all beneficiaries have individual bank A/Cs by talking to states/Banks etc.</li> <li>• Support States to enable Aadhaar seeding and Aadhaar based payments for all beneficiaries. Overall coordination with Banks, Dept. of Post/UIDAI/ NPCI/ PFMS/ Etc for operating DBT and resolve issues in payment.</li> </ul>
8.	Age limit	Not exceeding 60 years
9.	Remuneration	Rs.1,90,000/- per month (Consolidated)

### III. Project Officer-Works (NRM/Convergence)

1	Designation	Project Officer- Works (NRM/Convergence)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	<p><b>Essential:</b> Bachelor in Agriculture Engineering/Agriculture Sciences or related field and Post Graduate degree in Agriculture/Forestry/MBA</p> <p><b>Desirable:</b> PhD environment Science/Ecology/Forestry or related Field.</p>
6	Experience	Minimum 5 years of work experience including execution of works, inspection of field visits at the ground level. Experience working in similar areas working for Government projects in India will be given preference.
7	Deliverables	<ul style="list-style-type: none"> <li>• Develop quantitative and qualitative indicators of Mahatma Gandhi NREGA and sustainable development in relation to Agriculture.</li> <li>• Prepare Manual and Guideline and Mahatma Gandhi NREGA Agriculture, Forestry works.</li> <li>• Map out the resources in the field of Agriculture in the states, conduct gap analyses, identify opportunities highlighting Mahatma Gandhi NREGS role in improving the quality of environment.</li> <li>• Analyses existing documentation available on community based for opportunities for climate change adaptation actions.</li> <li>• Appraisal of proposals pertaining to plantation/Forestry, development of sustainable livelihoods through agriculture and convergence of Mahatma Gandhi NREGA.</li> </ul>
8	Age limit	Not exceeding 60 years

9	Remuneration	Rs.1,40,000/- per month (Consolidated)
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#### IV. Project Officer (Research)

1	Designation	Project Officer (Research)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	A Master /Post Graduate degree in statistics, research, social science, Economics, social development or related fields from a reputed university
6	Experience	<ul style="list-style-type: none"> <li>• At least 05 years of work experience in research project related.</li> <li>• Preference will be given to the candidates with at least one research paper published.</li> <li>•</li> </ul>
7	Deliverables	<ul style="list-style-type: none"> <li>• Analyse information and provide collated information from existing and ongoing research works</li> <li>• Suggest course corrections through different research reports,</li> <li>• Maintain record of the research studies, studies commissioned by the Ministry and States and track progress.</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

#### V. Project Officer (Legal)

1	Designation	Project Officer (Legal)
2	Nature of Recruitment	On Contract Basis

3	No. of Positions	One
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	<b>Essential:</b> Bachelor's degree in law (LLB) from an accredited institution. Preferably a master's degree in law (LLM) or a specialization in a relevant area of law.
6	Experience	<ul style="list-style-type: none"> <li>• Minimum 05 years of Prior experience as a legal officer, attorney, or in a related legal capacity, preferably within the public sector.</li> <li>• Must be licensed to practice law.</li> </ul>
7	Deliverables	<ul style="list-style-type: none"> <li>• Assist the Government representatives in legal proceedings, including administrative hearings, arbitration, and court cases.</li> <li>• Prepare legal briefs, pleadings, and other court documents.</li> <li>• Draft, review, and revise various legal documents, including contracts, agreements, policies, and legislative texts.</li> <li>• Provide legal advice and opinions to government officials and departments on various legal matters, including administrative law, labor law, constitutional law, and regulatory compliance.</li> <li>• Advise on potential legal risks and suggest measures to mitigate them.</li> <li>• Analyze laws, regulations, and legal precedents to provide accurate and timely legal advice.</li> <li>• Develop and update legal guidelines, manuals, and other resources for use by government departments.</li> <li>• Coordinate with other legal professionals, both within and outside the government,</li> <li>• The role involves travel for court appearances, meetings, or training sessions</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

## VI. Project Officer (IEC)

1	Designation	Project Officer (IEC)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	Two
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	Post Graduate Degree/Diploma in Communications or a related field.
6	Experience	<ul style="list-style-type: none"> <li>• Minimum 5 years of relevant professional experience. Demonstrated knowledge of marketing practices and principles (business to business promotional campaigns, trades how support, internal communications, and graphic design concepts) is preferred.</li> <li>• Experience working with marketing communications resources, including internal and external relationship, vendors and agencies.</li> </ul>
7	Deliverables	<ul style="list-style-type: none"> <li>• Produce videos, and animated graphics and other electronic multimedia.</li> <li>• Ability to conceive, develop and produce creative concepts; research competitions and keep abreast of market trends; and translate marketing objectives into clear creative strategies</li> <li>• Develop marketing collateral using Adobe In Design and Adobe Photoshop-create/edit brochures, fact sheets, templates, banners, ads, user manuals, email campaigns</li> <li>• Assist with the implementation of marketing communications programs, including both online and offline communications such as advertising, direct mail, electronic direct mail, and channel partner marketing.</li> <li>• Work within marketing communications on the writing and coordination of promotional documentation, including: partner announcements, web content, brochures, presentations, signage, etc.</li> </ul>



		<ul style="list-style-type: none"> <li>• Coordinate with external marketing partners such as creative agencies, digital marketing firms, partners' marketing departments, and production companies. Ensures projects and programs are executed efficiently and cost- effectively, as well as planned out well in advance.</li> <li>• Work effectively with Mahatma Gandhi NREGA Division to develop and update content and messaging to ensure consistency across all platforms and material.</li> <li>• Stay current on industry trends -design, layout, and platforms.</li> <li>• Manages access to brand assets both internally and externally.</li> <li>• Supports development of brand standards and usage guidelines to ensure consistency of the brand is met throughout internal and external marketing materials and all internal and public sites.</li> <li>• Provide executive administrative support to the senior level members of the Government, with the ability to manage and prioritize multiple requirements and deliverables.</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

## VII. Project Officer (Planning and Monitoring)

1	Designation	Project Officer (Planning and Monitoring)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	Two
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	Master's Degree in Rural management, Social Science, Development related field

6	Experience	<ul style="list-style-type: none"> <li>• At least 05 years' of work experience in MIS.</li> <li>• Exposure to NREGA Soft and/or other MIS of Govt.</li> <li>• Experience of working at National Level Programme/Scheme Handling multiple Stakeholders.</li> </ul>
7	Deliverables	<ul style="list-style-type: none"> <li>• Responsible for supporting Ministry and States/ UTs in planning for works and Annual Labour Budget.</li> <li>• Facilitate orientation of State level Resources (ToTs), Develop mechanism to review Annual work plan and Labour Budget, cross validation, appraisal, etc. Verify the plans with respect to INRM approach, participatory approach, etc.</li> <li>• Preparation and update of Standard Guidelines, Operational manuals, Training manuals for different program Interventions.</li> <li>• Furnish details and information on queries from stake holders including Ministries/Department/ PMO/ parliament etc.</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

### VIII. Project Officer (Finance)

1	Designation	Project Officer (Finance)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	Two
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	Master in Finance Commerce or Masters in Business Administration (specialization in Finance), etc.
6	Experience	At least 05 years of work experience in the core.
7	Deliverables	<ul style="list-style-type: none"> <li>• Assist in analysis and evaluation of the Financial Proposal, Utilization Certificates received from</li> </ul>

		State/UTs. <ul style="list-style-type: none"> <li>• Registration &amp; Mapping on PFMS and resolution of State/UTs issues.</li> <li>• Prepare calculations for the payments of National Payments Corporation of India (NPCI).</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

### IX. Project Officer Works (SECURE)

1	Designation	Project Officer Works (Secure)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	Two
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	<b>Essential:</b> B.E/B Tech in computer Science with exposure to CivilEngineering.  <b>Desirable:</b> Post Graduate in M. Tech/MCA/MBA
6	Experience	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience with at least 2 years' hands-on experience in the development and implementation of Mahatma Gandhi NREGA programme.</li> <li>• Experience working in similar areas. Working for Government project in India will be given preference. Should have working experience in programming, designing MIS/Technical support for Government projects or Organizations. Experience in open source platforms, Data analytics and visualization.</li> </ul>
7	Deliverables	<ul style="list-style-type: none"> <li>• Provide best possible strategies and policies to SECURE implementation.</li> <li>• Strengthen the quality and usage of application in Mahatma Gandhi NREGA programme.</li> </ul>

		<ul style="list-style-type: none"> <li>• Liaison with NIC, DRD, Monitoring and managing the TMS across States/UTs.</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

#### X. Project Officer (Timely payment, MIS and DBT)

1	Designation	Project Officer Works (Timely payment, MIS and DBT)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	Four (UR:03; OBC:01)
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	<ul style="list-style-type: none"> <li>• Post Graduate/Graduate in Finance/ Commerce/ Economics/preferably Master in Business Administration or equivalent (specialization in Finance).</li> <li>• Expertise on Data Database Management and Data Analysis is a must.</li> </ul>
6	Experience	At least 05 years' work experience in core. Exposure to NREGASoft and/or other MIS of Govt. Schemes. Preferably having experience in PFMS related matters.
7	Deliverables	<ul style="list-style-type: none"> <li>• Oversee, guide and build the capacity of the States to implement eFMS/NeFMS for wage, material and admin.</li> <li>• Ensure that all beneficiaries have individual bank A/Cs by talking to states/Banks etc.</li> <li>• Support States to enable Aadhaar seeding and Aadhaar based payments for all beneficiaries. Overall coordination with Banks, Dept. of Post/ UIDAI/ NPCI/ PFMS/ etc for operating DBT and resolve issues in payment.</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

**XI. Project officer (Capacity Building/ CFP/Unnati/HR/Public Grievance/Training)**

1	Designation	Project Officer (Capacity Building/ CFP/Unnati/HR/Public Grievance/Training)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	Five (UR:04; OBC:01)
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	Post Graduate in any Discipline, Preferably Business Administration (HR) / Social Science/ Rural Development & Management/Social Work.
6	Experience	Minimum of 05 years with at least 3 years' experience in development sector for a large program or organization. Preference will be given to candidates having experience in Govt. sector.
7	Deliverables	<ul style="list-style-type: none"> <li>• Assist in preparing guidelines, SOP regarding capacity building program. Organize orientation workshop related to subject matter.</li> <li>• Assist in organizing video conference and review workshop.</li> <li>• Conduct monitoring visit.</li> <li>• Assist in conducting training of Trainers nominated by State Govts.</li> <li>• Facilitate development of training material and it's translations into local languages in coordination with States and NIRD&amp;PR.</li> <li>• Develop Audio-Visual Content and presentation as per training material.</li> <li>• Ensuring adequate facilities, training aid and material related to subject matter.</li> <li>• Explore possibilities of structural changes to facilitate effective Implementation at the Gram Panchayat level.</li> <li>• Assist States/ UTs to bring about the required changes in the HR policies and staffing of the States, UTs through policy advocacy and follow ups.</li> <li>• Compile HR practices of States and its co-relation with enhanced efficacy of the delivery mechanism.</li> </ul>

8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

## XII. Project Officer (Social Audit and Ombudsperson)

1	Designation	Project Officer (Social Audit and Ombudsperson)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	Five (UR:04; OBC:01)
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	Master's Degree in Rural development/Social work/Rural Management.
6	Experience	<ul style="list-style-type: none"> <li>• At least 05 years of work experience preferably in rural development sector and poverty alleviation programmes or similar large complex projects in Govt./corporate/non-profit sector.</li> <li>• Preference will be given to candidates having exposure in Social Audit of Government Programme.</li> </ul>
7	Deliverables	<ul style="list-style-type: none"> <li>• Ensure smooth and effective functioning of Social Audit MIS.</li> <li>• Co-ordinate with stakeholder for regular uploading of Social Audit Calendars/Reports/Action Taken Reports(ATR)</li> <li>• Assist Social Audit Units, State Governments in resolving issues relating to Social Audit MIS in coordination with NIC</li> <li>• Facilitate release of funds to the Social Audit Units, reviewing the proposals and Utilisation Certificates</li> <li>• Prepare annual budget under the Social Audit head as per norms formulated by the Ministry</li> <li>• Facilitate formulating guidelines, frameworks, MIS for effective fund management.</li> <li>• Conduct regular training need analysis and identifying critical training requirements of Social Audit resources persons across the country, establish coordination with stakeholders for, effective management of</li> </ul>

		different training programme. <ul style="list-style-type: none"> <li>Evaluate performance of the SAUs as per Auditing standards for Social Audits.</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,40,000/- per month (Consolidated)

### XIII. Junior Project Officer (Planning and Monitoring)

1	Designation	Junior Project Officer (Planning and Monitoring)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	Master's Degree in Rural management, Social Science, Development related field
6	Experience	<ul style="list-style-type: none"> <li>At least 02 years' work experience in MIS. Exposure to NREGA Soft and/or other MIS of Govt.</li> <li>Preference will be given to candidates having experience of working at National Level Programme/ Scheme Handling multiple Stakeholders.</li> </ul>
7	Deliverables	<ul style="list-style-type: none"> <li>Assist and support the Ministry and States/ UTs in planning for works and Annual Labour Budget.</li> <li>Assist in Facilitating orientation of State level Resources (ToTs), develop mechanism to review Annual work plan and Labour Budget, cross validation, appraisal, etc. Verify the plans with respect to INRM approach, participatory approach, etc.</li> <li>Assist in Preparation and update of Standard Guidelines, Operational manuals, Training manuals for different program Interventions.</li> <li>Furnish details and information on queries from stake holders including Ministries/Department/PMO/Parliament etc.</li> </ul>
8	Age limit	Not exceeding 60 years

9	Remuneration	Rs.1,00,000/- per month (Consolidated)
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#### XIV. Junior Project Officer (IEC)

1	Designation	Junior Project Officer (IEC)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	Post Graduate Degree/ Diploma in Communication or a related field.
6	Experience	<ul style="list-style-type: none"> <li>• Minimum 2 years of relevant professional experience. Demonstrated knowledge of marketing practices and principles (business to business promotional campaigns, trades how support, internal communications, and graphic design concepts) is preferred.</li> <li>• Experience working with marketing communications resources, including internal and external relationship, vendors and agencies.</li> </ul>
7	Deliverables	<ul style="list-style-type: none"> <li>• Assist in Production of videos, and animated graphics and other electronic multimedia.</li> <li>• Ability to conceive, develop and produce creative concepts; research competitions and keep abreast of market trends; and translate marketing objectives into clear creative strategies</li> <li>• Assist in Developing marketing collateral using Adobe InDesign and Adobe Photoshop-create/edit brochures, factsheets, templates, banners, ads, user manuals, email campaigns</li> <li>• Assist with the implementation of marketing communications programs, including both online and offline communications such as advertising, direct mail, electronic direct mail, and channel partner marketing.</li> <li>• Work within marketing communications on the writing</li> </ul>



		<p>and coordination of promotional documentation, including: partner announcements, web content, brochures, presentations, signage, etc.</p> <ul style="list-style-type: none"> <li>• Coordinate with external marketing partners such as creative agencies, digital marketing firms, partners' marketing departments, and production companies. Ensures projects and programs are executed efficiently and cost- effectively, as well as planned out well in advance.</li> <li>• Assist and Work effectively with Mahatma Gandhi NREGA Division to develop and update content and messaging to ensure consistency across all platforms and material.</li> <li>• Stay current on industry trends -design, layout, and platforms.</li> <li>• Manages access to brand assets both internally and externally.</li> <li>• Supports development of brand standards and usage guidelines to ensure consistency of the brand is met throughout internal and external marketing materials and all internal and public sites.</li> <li>• Assist in Providing Executive Administrative support to the senior level members of the Government, with the ability to manageand prioritize multiple requirements and deliverables.</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,00,000/- per month (Consolidated)

#### **XV. Junior Project Officer (Finance)**

1	Designation	Junior Project Officer (Finance)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	Master in Finance Commerce or Master of Business Administration (specialization in Finance), etc.

6	Experience	At least 02 years of work experience in the core.
7	Deliverables	<ul style="list-style-type: none"> <li>• Assist in analysis and evaluation of the Financial Proposal, Utilization Certificates received from State/UTs.</li> <li>• Assist in Registration &amp; Mapping on PFMS and resolution of State/UTs issues.</li> <li>• Assist in preparing calculations for the payments of National Payments Corporation of India (NPCI).</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,00,000/- per month (Consolidated)

#### XVI. Junior Project Officer- Geo- MGNREGA/GIS

1	Designation	Junior Project Officer (Geo- MGNREGA/GIS)
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	Two
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	<b>Essential:</b> Master degree in IT/Computer Application with specialization of GIS/RS, Geo informatics or related field.
6	Experience	Minimum 02 Years of field experience in Geographic Information System deployment operations and watershed based planning of water conservation works.
7	Deliverables	<ul style="list-style-type: none"> <li>• Develop, maintain/ facilitate and update Mahatma Gandhi NREGA GIS databases and GIS solutions.</li> <li>• Ensure coordination and convergence with NIC, NRSC, C-GARD of NIRD, State agencies and other Stakeholders.</li> <li>• Ensure smooth implementation of Geo MGNREGA in all States. Prepare MIS Reports and Status Updates</li> <li>• Develop capacity building strategies for successful implementation of the GIS programme of Mahatma Gandhi NREGA. Organize training programmes related to GIS of Mahatma Gandhi NREGA.</li> </ul>

		<ul style="list-style-type: none"> <li>• Prepare formats of reports to be added in Mahatma Gandhi NREGA MIS for effective monitoring.</li> </ul>
8	Age limit	Not exceeding 60 years
9	Remuneration	Rs.1,00,000/- per month (Consolidated)

## XVII. Junior Project Officer- Works

1	Designation	Junior Project Officer - Works
2	Nature of Recruitment	On Contract Basis
3	No. of Positions	One
4	Period of Contract	Initially for 1 year and may be extended for a maximum of 2 years' subject to satisfactory performance of the candidate and based on the recommendation of the Performance Review Committee (PRC) annually.
5	Qualification	<b>Essential:</b> Bachelor in Civil Engineering or equivalent with Post Graduate degree in Engineering or MBA.
6	Experience	Minimum 2 years of work experience including execution of works, inspection of field visits at the ground level. Experience working in similar areas working for Government projects in India will be given preference.
7	Deliverables	<ul style="list-style-type: none"> <li>• Preparation of Standard Guideline, Operational manual, Training manual. etc.</li> <li>• Define set of outcomes for each work and prepare estimates.</li> <li>• Monitor the quality of works in the field by undertaking independent studies and make recommendations for improving the same.</li> <li>• Identify and ensure capacity building of technical personnel within State at all level through NIRD/ SIRD/Partners.</li> <li>• Interact with stakeholders to facilitate exchange of critical information and validate the findings and recommendations regarding the creation of durable assets under Mahatma Gandhi NREGA.</li> </ul>
8	Age limit	Not exceeding 60 years

9	Remuneration	Rs.1,00,000/- per month (Consolidated)
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### **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. Candidate seeking exemption of application fee under SC/ST/PWD category shall require to upload the necessary Caste/PWD category certificate. Otherwise the application is liable to be rejected.
3. The recruited officials shall be placed at MGNREGS programme division of the Ministry of Rural Development, Government of India, New Delhi.
4. The candidates should apply through online registration available on the website <http://career.nirdpr.in/>
5. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRDPR in future.
6. NIRD&PR based on the recommendation of the Performance Review Committee (PRC), reserves the right to terminate the Employee's employment at any time during the course of this contract if the Employee's performance is deemed unsatisfactory or fails to meet the standards and expectations communicated by the Employer, or in the event of any exigent circumstances that necessitate such termination. Such termination will be carried out in compliance with applicable laws and contractual notice requirements.
7. An annual increment of 3% from the last drawn consolidated pay shall be provided after completion of one year for each year during the extension of their engagement based on the recommendation of the PRC annually, with the condition that there will be a capping of salary at Rs.2,00,000/- per month.
8. Age, experience and qualification will be reckoned as on the date of this notification i.e, 27.02.2025. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.
9. The candidate should upload valid experience certificates in proper format only. It must have details of the employer, duration of employment (including date of joining & relieving, and breaks if any), the position/s held, nature of appointment (regular/contractual/part-time/internship), name, designation and seal of issuing

authority, and any other relevant information. No other documents, such as Offer letters, pay slips, contract extension letters, etc., will be treated as experience letter.

10. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
11. In case of large number of applications, the Institute may shortlist the candidates as may be necessary
12. The Institute reserves the right to relax any of the requirements i.e. age, experience etc. in exceptional cases.
13. The Institute also reserves the right to cancel the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.
14. Canvassing in any form will be treated as disqualification.
15. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement.
16. The selection will be at NIRDPR, Rajendranagar, Hyderabad.
17. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.
18. 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.
19. 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.
20. 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.
21. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
22. Candidates may regularly visit the website for further information/ updates, if any.
23. Applications received after the due date and time will not be considered.

24. The final results shall be communicated to the selected candidates only.

25. Last date for submission of online application is 19.03.2025.

Sd/-  
Assistant Director  
Administration (Section -I)