



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

**Advt.No.26/2025**

**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:

Sl. No	Name of the Position	No. of Positions	Remuneration Per Month (Rs.)
1	Project Officer (Legal)	1	1,40,000/-
2	Project Officer (IEC)	2	1,40,000/-
3	Project Officer (Planning and Monitoring)	2	1,40,000/-
4	Project Officer Works (SECURE)	2	1,40,000/-
5	Project Officer (Timely payment, MIS and DBT)	2 (UR:01; OBC:01)	1,40,000/-
6	Junior Project Officer (Planning and Monitoring)	1	1,00,000/-
7	Junior Project Officer (Finance)	1	1,00,000/-
8	Junior Project Officer- Geo- MGNREGA/GIS	2	1,00,000/-
<b>Total</b>		<b>13</b>	

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

## I. 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. Knowledge of Mahatma Gandhi NREG Act will be given preference.
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>• Advise on preparation of RFP, Tender Documents, RFQ, etc.</li> </ul>

		<ul style="list-style-type: none"> <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)

## II. 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	<b>Essential:</b> Post Graduate Degree/Diploma in Communications or a related field. Knowledge of Mahatma Gandhi NREG Act will be given preference.
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</li> </ul>

		<p>sheets, templates, banners, ads, user manuals, email campaigns</p> <ul style="list-style-type: none"> <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> <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)

### III. 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	<b>Essential:</b> 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 related field, preference to NREG Scheme. (National Level Programme/State Level Scheme handling with multiple Stakeholders.)</li> <li>Knowledge of Mahatma Gandhi NREG Act will be given preference.</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)

#### IV. 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> <ul style="list-style-type: none"> <li>• B.E/B Tech/ MCA in computer Science/ Civil Engineering.</li> <li>• Knowledge of Mahatma Gandhi NREG Act will be given preference.</li> </ul>
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> </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> <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)

#### V. 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	Two (UR:01; 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	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Post Graduate / Graduate in Finance /Commerce/Economics/MCA /preferably Master in Business Administration.</li> <li>• Knowledge of Mahatma Gandhi NREG Act will be given preference.</li> </ul>
6	Experience	Minimum of 5 years' experience with at least 2 years' hands-on experience in the development and implementation of Mahatma Gandhi NREGA programme. 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)

## VI. 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	<b>Essential:</b> Master's Degree in Rural management, Social Science, Development related field.
6	Experience	<ul style="list-style-type: none"> <li>• At least 02 years' of work experience in related field, preference to NREG Scheme. (National Level Programme/State Level Scheme handling with multiple Stakeholders.)</li> <li>• Knowledge of Mahatma Gandhi NREG Act will be given preference.</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</li> </ul>

		different program Interventions. <ul style="list-style-type: none"> <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)

## VII. 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	<b>Essential:</b> Master in Finance Commerce or Master of Business Administration (specialization in Finance), etc.
6	Experience	<ul style="list-style-type: none"> <li>At least 02 years of work experience in the core.</li> <li>Knowledge of Mahatma Gandhi NREG Act will be given preference.</li> </ul>
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)



### VIII. 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/GIS/RS/ Geo informatics.
6	Experience	<ul style="list-style-type: none"><li>• Minimum 02 Years of field experience in Geographic Information System deployment operations and watershed based planning of water conservation works.</li><li>• Knowledge of Mahatma Gandhi NREG Act will be given preference.</li></ul>
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><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)

#### **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, **15.07.2025**. 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 **25.07.2025**.

Sd/-  
Assistant Director  
Administration (Section -I)