

**Recruitment of Programme Officers, Project Officers and  
Junior Project Officers in NIRD &PR**  
**(With place of work at Ministry of Rural Development, Govt. of India, New Delhi)**  
**(Project: Annual Action Plan on MGNREGA Capacity Building)**

**1. Background:**

The Department of Rural Development under the Ministry of Rural Development is the department concerned with the implementation of the Mahatma Gandhi National Rural Employment Guarantee Act, 2005 ("MGNREGA") which aims at enhancing livelihood security of households in rural areas of the country by providing at least one hundred days of guaranteed wage employment in a financial year to every household whose adult members volunteer to do unskilled manual work.

**Position Information:** The National Institute of Rural Development and Panchayati Raj (NIRD & PR) is an autonomous body that supports Ministry of Rural Development on matters of capacity Building of Staff as well as carrying out Research and Evaluation studies. The NIRD&PR wishes to hire Consultants at the capacity of Project officers (PO) and Junior Project Officer (JPO) to support the Ministry under MGNREGS Capacity Building, Management Information System(MIS) and Direct Benefit Transfer(DBT), Finance, Planning and Monitoring, Geo &GIS works, Social Audit and Research.

**2. Duty Station:**

Ministry of Rural Development, Govt. of India, New Delhi with expectation to travel widely to states for collection of data for monitoring and evaluating the implementation of the scheme in various states, UTs and consultation with stakeholders etc.

**3. Nature of Contract:** Consultancy contract on project basis in the project on '**Annual Action Plan on MGNREGA Capacity Building**'.

**4. Tenure:** Six months from the date of their engagement

**5. Languages:**

Fluency in English and Hindi is essential.

**6.** The details of positions, qualification and Deliverables are as under:

	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Deliverables</b>
1 i)	<b>Programme Officer - Works</b> No. of Posts: 1 Remuneration: 1,75,000	<ul style="list-style-type: none"> <li>Essential: Bachelor in Civil Engineering/Agriculture Engineering / Agriculture Sciences or related field and Post Graduate degree in Civil/Agriculture/ Forestry/ MBA</li> </ul> <p><b>Age limit: 50 yrs</b></p>	<ul style="list-style-type: none"> <li>Minimum 10 years of work experience including execution of works, inspection of field visits at the ground level.</li> <li>Experience working in similar areas working for Government projects in India will be given preference.</li> </ul>	<ul style="list-style-type: none"> <li>Develop quantitative and qualitative indicators of MGNREGA and sustainable development in relation to Agriculture.</li> <li>Prepare Manual and Guideline on MGNREGA Agriculture/ Forestry works.</li> <li>Map out the resources in the field of Agriculture in the states, conduct gap analyses, identify opportunities highlighting MGNREGS role in improving the quality of environment</li> <li>Analyse 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 MGNREGA.</li> </ul>
1 ii)	<b>Programme Officer- Works</b> No. of Posts: 1 Remuneration: 1,75,000	<ul style="list-style-type: none"> <li>Essential: Bachelor in Civil Engineering or equivalent with Post Graduate degree in Engineering or MBA.</li> </ul> <p><b>Age limit: 50 yrs</b></p>	<ul style="list-style-type: none"> <li>10 years of work experience including execution of works, inspection of field visits at the ground level.</li> <li>Experience working in similar areas working for Government projects in India will be given preference.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Standard Guideline, Operational manual, Training manual etc.</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 MGNREGA.</li> </ul>
2 i)	<b>Project Officer- Timely Payment, MIS &amp; DBT</b> No. of Posts :1 Remuneration: 1,56,000	<ul style="list-style-type: none"> <li>Master's Degree or equivalent in IT or related fields.</li> </ul> <p>Desirable:</p> <ol style="list-style-type: none"> <li>Master's in Business Administration</li> <li>Expertise on Data Database Management and Data Analysis</li> </ol> <p><b>Age limit: 45 yrs</b></p>	<ul style="list-style-type: none"> <li>At least 5-10 years' work experience in core programming/ technical field.</li> <li>Exposure to NREGASoft and/or other MIS of Govt. Schemes.</li> <li>Experience in dealing with Banks, Dept. of Post/ UIDAI/ NPCI/ PFMS/ Etc.</li> </ul>	<ul style="list-style-type: none"> <li>Possesses the capacity for strategic planning, result – based management and reporting;</li> <li>Demonstrated skills connecting with a wide range of stakeholders – Bank, PFMS, state etc.,</li> <li>Ability to participate and contribute consultative meetings at national and state level with partners and senior stakeholders to identify priorities and manage the timely delivery of project activities.</li> <li>Demonstrates excellent work/project planning skills;</li> <li>Excellent oral and writing skills in English and Hindi</li> </ul>

2 ii)	<b>Project Officer- Planning and Monitoring</b> No. of Posts: 1 Remuneration: 1,56,000	<ul style="list-style-type: none"> <li>• Master's Degree or equivalent in IT or related fields.</li> </ul> Desirable: Master's in Business Administration  <b>Age limit: 45 yrs</b>	<ul style="list-style-type: none"> <li>• At least 5-10 years' work experience in MIS/IT/ DBT field.</li> <li>• Exposure to NREGASoft and/or other MIS of Govt. Schemes.</li> <li>• Experience in dealing with Banks, Dept. of Post/ UIDAI/ NPCI/ PFMS/ Etc.</li> </ul>	<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 updation of Standard Guidelines, Operational manuals, Training manuals for different Program Interventions.</li> <li>• Furnish details and information on queries from stakeholders including Ministries/ Departments/ PMO/ Parliament etc.</li> </ul>
2 iii)	<b>Project Officer - GIS</b> No. of Posts: 1 Remuneration: 1,56,000	<ul style="list-style-type: none"> <li>• Essential: Graduate degree in IT/ Computer Application with specialization of GIS/RS, Geo-informatics or related field</li> </ul> Desirable: Graduate degree in BTech/ BCA and Post Graduate degree in MSc /M.Tech in Geo-Informatics, GIS/ RS or related field.  <b>Age limit: 40 yrs</b>	<ul style="list-style-type: none"> <li>• 5-10 Years of work experience in Geographic Information System deployment, operations and sustenance, watershed based planning of water conservation works</li> </ul>	<ul style="list-style-type: none"> <li>• Develop, maintain/ facilitate and update MGNREGA GIS databases and GIS solutions.</li> <li>• Ensure coordination and convergence with NIC, NRSC, C-GARD of NIRD, NIC-GIS, State agencies and other Stakeholders</li> <li>• Ensure smooth implementation of GeoMGNREGA in all States.</li> <li>• Prepare MIS Reports and Status Updates for circulation to the Top Management and other authorities such as Cabinet Committee, National level and State level committees as may be required</li> <li>• Develop capacity building strategies for successful implementation of the GIS programme of MGNREGA</li> <li>• Periodically organize training programmes related to GIS of MGNREGA</li> </ul> <p>Note: The States will be divided among the 4 PO and each will perform the above mentioned deliverables with respect to assigned States.</p>
3 i)	<b>Junior Project Officer</b>  No. of Posts: 4  Remuneration: 1,00,000	Post Graduate in any discipline preferably Business Administration (HR)/ Social Sciences/ Rural Development & Management  <b>Age limit: 45 yrs</b>	Minimum of 3-5 years with at least 2 years' experience in development sector for a large program or organization.  Preference will be given to candidates having experience in govt. sector	<b>Junior Project Officer 1:</b> <ul style="list-style-type: none"> <li>• Assist in preparing guidelines, SOP regarding capacity building program.</li> <li>• Organize orientation workshop on BFT/ CFT Project for State Govt. &amp; other stakeholder &amp; support in implementation.</li> <li>• Assist in organizing video conference and review workshop.</li> <li>• Conduct monitoring visit.</li> </ul>

				<p><b>Junior Project Officer 2:</b></p> <ul style="list-style-type: none"> <li>• Consolidate, maintain and monitor targets of batches and BFTs.</li> <li>• Assisting in organizing Video Conference and Review Workshop.</li> <li>• Prepare question bank to share with State Govt. for screening test of BFT selection.</li> <li>• Visit states where 90 days training of BFTs is ongoing, prepare visit reports and send to states for compliance.</li> </ul> <p><b>Junior Project Officer 3:</b></p> <ul style="list-style-type: none"> <li>• Assist in conducting training of Trainers/ Trainings 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 is provided.</li> </ul> <p><b>Junior Project Officer 4 (HR):</b></p> <ul style="list-style-type: none"> <li>• Submit an interim report on the status in all States and UTs, with notes on utilization of funds, varied HR practices</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> <p>Note: The States/Uts will be divided amongst the two JPO (HR) and each will perform the above mentioned deliverables w.r.t assigned States.</p>
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3 ii)	<b>Junior Project Officer – Social Audit</b> No. of Posts: 1 Remuneration: 1,00,000	<ul style="list-style-type: none"> <li>• Bachelor’s Degree/Master's Degree in any of the following: Development Studies, Rural Development, Rural Management, Business Administration, Public Administration, Human Rights, Economics, Engineering, Political Sciences, Social Work, Social Science or related field. Master’s Degree is preferred.</li> </ul> <p><b>Age limit: 35 yrs</b></p>	<ul style="list-style-type: none"> <li>• At least 3-5 years of work experience for graduates/ 1-3 years of work experience for Post graduates ,preferably in rural development sector and poverty alleviation programmes, or similar large complex projects in govt./corporate/non-profit sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure smooth and effective functioning of Social Audit MIS.</li> <li>• Co-ordinate with stakeholders 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 resource persons across the country.</li> <li>• Establish coordination with stakeholders for effective management of different training Programme.</li> <li>• Evaluate performance of the SAUs as per Auditing Standards for Social Audits.</li> </ul>
3 iii)	<b>Junior Project Officer -DBT</b> No. of Posts: 1 Remuneration: 1,00,000	<ul style="list-style-type: none"> <li>• Masters or equivalent in IT or related fields.</li> </ul> <p>Desirable:          Master’s in Business Administration or equivalent</p> <p><b>Age limit: 45 yrs</b></p>	<ul style="list-style-type: none"> <li>• At least 3-5 years’ work experience in MIS/IT/ DBT field.</li> <li>• Exposure to NREGASoft and/or other MIS of Govt. Schemes.</li> <li>• Experience in dealing with Banks, Dept. of Post/ UIDAI/ NPCI/ PFMS/ Etc.</li> </ul>	<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.</li> <li>• Overall coordination with Banks, Post Office for operating DBT and resolve issues in payment</li> </ul>
3 iv)	<b>Jr. Project Officer - Finance</b> No. of Posts: 1 Remuneration: 1,00,000	<ul style="list-style-type: none"> <li>• Graduate in Finance/Commerce/Economics/preferably Masters in Business Administration (specialization in Finance), etc.</li> </ul> <p><b>Age limit: 35 yrs</b></p>	<ul style="list-style-type: none"> <li>• At least 5-10 years of work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Finance Officer in analysis and evaluation of the Financial Proposal, Utilization Certificates received from State/UTs.</li> <li>• Registration &amp; Mapping on PFMS and resolution of State/UTs issues.</li> <li>• Operate the Public Financial Management System (PFMS) and help section in the preparation of Mother Sanction, Daily sanction order and other related activities.</li> <li>• Prepare calculations for the payments of National Payments Corporation of India (NPCI).</li> </ul>

3 v)	<b>Junior Project Officer – Geo &amp; GIS</b> No. of Posts: 1 Remuneration: 1,00,000	<ul style="list-style-type: none"> <li>• Essential: Graduate in Computer Applications/ IT/ Statistics/ Business Administration or related</li> <li>• Desirable: Master's degree in Information Technology/ Information Systems/Computer Applications/ Statistics/ Business Analytics</li> <li>• Client Management and Reporting – Desirable</li> <li>• Candidate should work as a pivot for all Data Analysis requirements pertaining to MGNREGA and drive them to technical closure on their own</li> </ul> <p><b>Age limit: 40 yrs</b></p>	<ul style="list-style-type: none"> <li>• 4 Years of field Experience in Data Analysis, MIS and Data Mining</li> <li>• Experience in working in similar areas. Working for Government projects in India will be given preference.</li> <li>• Excellent in understanding the business requirements, scenario, and analyzing independent Contributor based on various Data Analysis project paradigms and MIS.</li> <li>• Understanding on Analytic Products - Desirable</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake MGNREGA specific user needs studies</li> <li>• Assist in designing, developing (implementing), customising and maintaining (enhancing) the MGNREGA specific Reports</li> <li>• Collect/Store and Analyze Data from MGNREGA MIS and NRSC Bhuvan databases</li> <li>• Provide analytic solutions to meet convergent department's specific needs</li> <li>• Prepare formats of reports that needs to added in MGNREGA MIS for monitoring and implementation of the programme</li> <li>• Track and ensure implementation of GIS under MGNREGA across the country</li> <li>• Analyze the overall impact of delays/ overruns in Project timelines on critical deliverables and appropriately apprise the Senior Management</li> <li>• Facilitate customized reports and formats required to track the project implementation</li> <li>• Monitor of GeoMGNREGA Help Desk, compilation of information received from various stakeholders and assist in reply.</li> <li>• Prepare, design and analyse weekly/ monthly/ yearly reports, detailing the execution of various projects with respect to project plans and schedules and circulate the same to Senior Management for review</li> </ul>
3 vi)	<b>Junior Project Officer - Works (SECURE)</b> No. of Posts: 1 Remuneration: 1,00,000	<ul style="list-style-type: none"> <li>• Essential: B.E/B. Tech in Civil with exposure to IT</li> <li>Desirable: Post Graduate in M.Tech/MCA/MBA</li> </ul> <p><b>Age limit: 35 yrs</b></p>	<ul style="list-style-type: none"> <li>• Minimum of 3 years' experience with at least 1-2 years' hands-on experience in the development and implementation of MGNREGA programme.</li> <li>• Experience in working in similar areas. Working for Government projects in India will be given preference.</li> <li>• Should have working experience in programming, designing MIS/Technical support for</li> </ul>	<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 MGNREGA programme.</li> <li>• Liaison with NIC, DRD- New Delhi and NIC, Kerala to resolve issues raised by the States in a timely manner.</li> <li>• Monitoring and Managing the TMS across States/UTs</li> </ul>

			Government projects or Organizations. • Experience in open source platforms, Data analytics and visualization.	
3 vii)	<b>Junior Project Officer - Research</b> No. of Posts: 1 Remuneration: 1,00,000	• A Graduate/ Post Graduate degree in statistics, social science, social development or related fields from a reputed University. <b>Age limit: 35 yrs</b>	• At least 3-5 years' of work experience for graduates/ 1-3 years of experience for Post-graduates	<ul style="list-style-type: none"> <li>• 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 commissioned by the Ministry and States and track progress.</li> </ul>

		<b>Prog. Officer</b>	<b>Project Officer</b>	<b>Jr. Proj. Officer</b>	<b>Total</b>
1	Capacity Building, BFT, CFT, HR	-	-	4	4
2	Timely Payment, MIS and DBT	-	1	1	2
3	Finance	-	-	1	1
4	Planning and Monitoring	-	1	-	1
5	Geo & GIS	-	1	1	2
6	Works	2	-	1	3
7	Social Audit	-	-	1	1
8	Research	-	-	1	1
	<b>Total</b>	<b>2</b>	<b>3</b>	<b>10</b>	<b>15</b>

## 7. Submission of Application

- All the eligible candidates are required to submit details through on-line application in the prescribed format through **on-line**. The application is available in NIRDPR website [www.nirdpr.org.in](http://www.nirdpr.org.in).
- While submitting the applications, the candidates are also required to upload the relevant document as mentioned in the prescribed application format.
- Only shortlisted candidates selected on the basis of education and experience will be called for interview
- The last date for receiving applications through online is 5/5/2019
- Selection is based on written test (language skill) and interview
- Only shortlisted candidates will be informed through online (e-mail)
- The Competent Authority of NIRDPR can relax the rules, wherever necessary.