



**National Institute of Rural Development and Panchayati Raj**  
**Rajendranagar, Hyderabad - 500030**

**Advt. no. 10/2023**

**File no. NIRDPR/CGARD/SupportingStaff/002/AssocProf1/21-22**

**Comp no.12955**

NIRDPR is the country's apex organization for training and research in various aspects of rural development. We actively monitor several Government of India rural empowerment initiatives and serve as a think tank for policy formulation by the Ministry of Rural Development. CGARD (Centre for Geo-Informatics Applications in Rural Development) division at NIRDPR, Hyderabad is looking for human resources for the **Training Manager (Administration and Accounts)** on purely contract basis.

Educational qualifications, experience and remuneration are indicated in the table below:

**Training Manager (Administration and Accounts)**

1.	Designation	Training Manager (Administration and Accounts)
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Duration	One Year
5.	Educational Qualification	Graduation from a recognized University. Post-Graduation will be preferred
6.	Experience	Two years of experience in Office Management/Project Management and Accounts. Strong skills in Operating M S office and Tally
7.	Age Limit	45 years or below
8.	Remuneration	Rs.30,000/- per month (Consolidated)

### **General conditions**

1. Number of vacancies is indicative. It may increase or decrease as per the institutes requirement.
2. This assignment is purely temporary and does not envisage any kind of regular appointment in NIRDPR in future.
3. The Institute has a right to shortlist the candidates as may be necessary
4. Age, experience and qualification will be reckoned as on the date of this notification.
5. Canvassing in any form will be treated as disqualification.
6. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
7. The Institute reserves the right to relax any of the requirements i.e. age, educational qualifications, experience etc. in exceptional cases.
8. The candidates are supposed to bring their pass port size photo along with a copy of their resume, one copy of educational and experience certificates for submission.
9. The candidates are also requested to bring their original educational and experience certificates for verification at the time of interview.
10. The Walk-in Interview will be held on 25.04.2023 and the candidates are supposed to report by 10:00 am at Vikas Auditorium, NIRDPR, Rajendranagar, Hyderabad. Certificate verification will be completed by 11.30 am. Written test/ Interviews shall be conducted on the same day.

Sd/-  
Assistant Director  
Administration (Section –I)