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NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(An Organisation of the Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad – 500 030.

Advt. No. 14/2020
No. NIRDPR/CPRDP&SSD/MoPR-RGSA-ModelGPClusters/2020-22

National Institute of Rural Development & Panchayati Raj (NIRD&PR), Hyderabad, an autonomous national Institution under the Ministry of Rural Development, Govt. of India, is implementing a national level project namely – '**Creating Clusters of Model Gram Panchayats to Achieve Holistic & Sustainable Development through Institutional Strengthening of GPs and Enablement of Quality GPDP across India'** over next 2 years. For this, NIRDPR invites online applications from eligible candidates for contractual engagement of **10 State Programme Coordinators, 250 Young Fellows** and **250 Cluster Level Resource Persons** to work in the identified 250 clusters across all States and UTs. Tenure of Engagement of all the posts is one year for the present. It may be extended on satisfactory performance of the incumbents, subject to continuation of the Project and discretion of authorities.

Last date for receipt of online applications: **10.08.2020**

The requirements as regards to job description, required competencies, consolidated contractual remuneration for the Positions of State Programme Coordinators, Young Fellows and Cluster Level Resource Persons, are detailed below.

1) Position: State Programme Coordinator (No. of posts- 10)

(A) Job Profile

1. To coordinate and monitor activities under the Project for Creating Model GP Clusters for enabling selected GPs on Cluster basis to achieve Sustainable Development through GPDP in 3-4 States.
2. To lead the team of trainers for training of Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the Clusters of GPs in the States to be assigned on institutional capacity issues, improving governance and participatory planning and also to demonstrate to them application of participatory tools and techniques in the field for quality GPDP.
3. To plan and implement IEC Plan to enhance participation of people in preparation, implementation and monitoring of GPDP in collaboration with the SIRD&PR/ Nodal Institution of the State for GPDP, NGOs/CBOs/SHGs and communities.
4. To guide the GPs under the Clusters in organizing effective Gram Sabhas, community mobilisation through no-cost voluntary actions, collection of Primary and

Secondary data, situation analysis and preparation of Development Status Report by each of the GPs under the Clusters.

5. To guide the GPs in application of e-GramSwaraj portal of the Ministry of Panchayati Raj, Government of India.
6. To guide the GPs in prioritisation and selection of activities based on needs expressed by villagers in Gram Sabhas and in preparation of draft GPDP & Budget.
7. To coordinate with State Panchayati Raj Departments of the State Governments, SIRD&PRs/Nodal Institutions for GPDP, ETC/PTC/DTC/PTRC/DPRCs, District and Block administration, partner organisations and Panchayat bodies in the assigned States and obtain their support in effective implementation of the Project.
8. To guide and coordinate with Beacon Panchayat Leaders, Young Fellows and Cluster Level Resource Persons to be working under the Project.
9. To guide the GPs in adding exemplary values related to intense ownership and participation of communities in planning and implementation process, focusing on human development, social development, ecological development, SDG compliance, transparency, accountability etc.
10. To travel extensively in geographically separated remote Clusters and supervise project related activities to ensure sustained progress and ensure quality of outputs.
11. To monitor the progress and assess the quality of activities and to intervene in solving even unforeseen problems and removing bottlenecks in implementation of the Project.
12. To prepare and submit progress report to the major stakeholders in the State(s) and to the NIRD&PR.
13. To discharge such other responsibilities as may be assigned from time to time by the Project authorities for successful implementation of the Project.

(B) Competencies Required

1. Post Graduate in Economics/Rural Development/Rural Management/Political Science/ Sociology/Social Work/Development Studies and similar disciplines (the term on PG degree may be relaxed in case of Engineering graduates) from any recognized university.
2. Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in any of the above-mentioned disciplines; and 50% marks at Post Graduation level in any of the above-mentioned disciplines.
3. Sound knowledge about structure, functions, roles and responsibilities of Gram Panchayats (GP).
4. Proficiency in Capacity Building & Participatory Training, Participatory Planning, mentoring and monitoring.
5. Five years' first-hand experience of having worked on Capacity Building & Training, improving governance and participatory planning in respect of GPs.
6. Prior experience and managerial skills to lead, mentor and support a team of Young Fellows or coordinators.
7. Proficiency in writing and speaking English and Hindi.

8. Experience and keenness to undertake extensive travels in remote areas.
9. Appropriate attitude to mix, develop rapport and work with Elected Representatives (ER) and functionaries of Gram Panchayats (GP) and rural communities in remote rural areas and strong commitment to work on mission mode for Sustainable Development.
10. Keenness to undergo thorough induction level training to be organised by the NIRD&PR and pass the standards to be set for eligibility for final deployment.
11. Soft skills including proficiency in MS Office (at least Word, Excel & PowerPoint) and capacity for online reporting.
12. Capacity to work for prolonged hours.
13. Age: 30-50 years as on date of advertisement.
14. Relaxation in academic standards and other eligibilities may be considered in very exceptional cases as per discretion of authority

(C) Consolidated Contractual Remuneration: Rs.55,000/- (Rupees fifty-five thousand) only per month plus travel and subsistence on tour as per norms of the NIRD&PR.

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2) Position: Young Fellow (No of posts – 250)

(A) Job Profile

1. To provide Handholding Support to the Elected Representatives, functionaries of GPs, members of Gram Panchayat Planning Facilitation Teams (GPPFT) / Ward Planning Facilitation Teams (WPFT) / other stakeholders under one or more Clusters of GPs in overall institutional strengthening of the GPs, improving governance and Participatory Planning including application of participatory tools and techniques in the field.
2. To provide Handholding Support to the GPs under the Cluster(s) in planning and execution of IEC Plans to ensure participation of people in preparation, implementation and monitoring of GPDP in close collaboration with identified NGOs/SHGs/CBOs/line department functionaries and communities.
3. To provide Handholding Support to the GPs under the Cluster(s) in organizing community mobilisation through voluntary actions, effective Gram Sabhas, collection of Primary and Secondary data including GIS-based data, situation analysis and preparation of Development Status Report by each of the GPs under the cluster.
4. To coordinate with block administration, line department offices pertaining to the Cluster(s) of GPs and obtain their support in effective implementation of the planned activities under the Project.
5. To provide Handholding Support to the GPs in adding exemplary values to GPDP with focus on human development, social development, ecological development, SDG compliance, transparency, accountability etc.
6. To provide Handholding Support to the GPs in application of eGramSwaraj portal.
7. To provide Handholding Support to the GPs in preparation of draft GP Development Plan & Budget in collaboration with Beacon Panchayat Leaders and identified NGOs / SHGs / CBOs / line department functionaries.

8. To travel extensively in geographically remote GPs under the assigned Cluster(s) and monitor progress of the Project related activities to ensure sustained progress and quality of outputs and outcomes.
9. To prepare and submit progress report to the State Programme Coordinator and all others concerned as per requirement of the Project.
10. To discharge such other responsibilities as may be assigned from time to time by authorities for successful implementation of the Project.

(B) Competencies Required

1. Post Graduate in Economics/Rural Development/Rural Management/Political Science/ Sociology/Social Work/Development Studies and similar disciplines (the term on PG degree may be relaxed in case of Engineering graduates) from any recognized university.
2. Minimum academic standards: 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in any of the above-mentioned disciplines; and 50% marks at Post Graduation level in any of the above-mentioned disciplines.
3. Proficiency in writing and speaking English and Hindi.
4. Preference will be given to the local candidates for the States/UTs with proficiency in reading, writing and speaking of local language being a must.
5. Appropriate attitude to mix, develop rapport and work with Elected Representatives (ER) and functionaries of GPs and rural communities in remote rural areas and strong commitment to work on mission mode for Sustainable Development.
6. Keenness to undergo thorough induction level training to be organised by the NIRD&PR and pass the standards to be set for eligibility for final deployment.
7. Knack for Capability Building & Training through demonstration and Handholding Support to ERs and functionaries of GPs and rural communities.
8. Soft skills including proficiency in MS Office (at least Word, Excel & PowerPoint) and capacity for online reporting.
9. Uncompromising consent and keenness to reside and remain immersed in any remote rural area of India and to undertake extensive travel within the allotted Cluster of GPs by own means.
10. Capacity to work for prolonged hours.
11. Age: 25-30 years as on date of advertisement.
12. Prior experience in the given field of work will be given preference.
13. Relaxation in academic standards and other eligibilities may be considered in very exceptional cases as per discretion of authority.

(C) Consolidated Contractual Remuneration: Rs.35,000/- (Rupees thirty-five thousand) only per month, for working 25 full days every month and for meeting the cost of travel within the Cluster of posting; Travel and subsistence on official tour outside the district/cluster will be paid as per norms of the NIRD&PR.

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3) Position: Cluster Level Resource Person (No of posts- 250)

(A) Job Profile

1. To facilitate intense community mobilisation at Neighbourhood and Ward levels to enhance people's active participation in the functioning of GPs and GPDP.
2. To provide support to GPPFTs and WPFTs in collection of Primary Data e.g. through Household Survey, Structured Questionnaire Survey, conduct of PRA/PLA tools etc.
3. To provide support to the GPs under the Cluster(s) in organising Gram Sabha, Ward Sabha, Mahila Sabha, neighbourhood level meetings etc.
4. To facilitate organic 'connect' between the GPs and the communities.
5. To assist the Young Fellow in her/his functions, particularly at community level.
6. To provide Handholding Support to the GPs under the Cluster(s) in planning and execution of IEC Plans to ensure participation of people in preparation, implementation and monitoring of GPDP in close collaboration with identified NGOs/SHGs/CBOs/line department functionaries and communities.
7. To provide Handholding Support to communities in mobilising no-cost voluntary actions e.g. cleanliness drive, development of kitchen garden at every house on 100% saturation basis, water and soil conservation, raising of nursery etc.
8. To discharge such other responsibilities as may be assigned from time to time by authorities for successful implementation of the Project.

(B) Competencies Required

1. Graduate in any subject from any recognized university.
2. A strong SHG background as a Group Leader for five years.
3. Proficiency in reading English plus writing and speaking Hindi and the local language.
4. Appropriate attitude to mix, develop rapport and work with Elected Representatives (ER) and functionaries of GPs and rural communities in remote rural areas and strong commitment to work on mission mode for Sustainable Development.
5. Keenness to undergo thorough induction level training to be organised by the NIRD&PR and pass the standards to be set for eligibility for final deployment.
6. Knack for Capability Building & Training through demonstration and Handholding Support to ERs and functionaries of GPs and rural communities.
7. Uncompromising consent and keenness to reside and remain immersed in any remote rural area of India and undertake extensive travel within the allotted Cluster(s) of GPs by own means.
8. Capacity to work for prolonged hours.
9. Age: Not exceeding 40 years as on date of advertisment.
10. Prior experience in the given field of work will be given preference.
11. Relaxation in academic standards and other eligibilities may be considered in very exceptional cases as per discretion of authority

(C) Consolidated Contractual Remuneration: Rs.12,500/- (Rupees twelve thousand and five hundred) only per month for working 25 full days every month and for meeting the cost of

travel inside the Cluster of posting; Travel and subsistence on official tour outside the district/cluster will be paid as per norms of the NIRD&PR.

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