

**Advertisement/NRLM-RC/NIRD&PR**  
**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
**Rajendranagar, Hyderabad-30**

Applications are invited from the interested candidates for the following positions to work under National Rural Livelihoods Mission (Aajeevika) Resource Cell, NIRD&PR, Hyderabad.

<b>S.No</b>	<b>Name of the Post</b>	<b>No.of Posts</b>	<b>Location</b>
1	Deputy Project Director	3	NIRD, HYD – 1 NERC, Guwahati - 1 NWRC – J&K - 1
2	Project Consultant/Specialist	09	NIRD, HYD – 3 NERC, Guwahati – 3 NWRC – J&K - 3
3	State Thematic Expert (IB & CB)	12	North-east States and North-west States (1 in each state)
4	State Thematic Expert (FI)	12	North-east States and North-west States (1 in each state)
5	Project Professional	04	NIRD, HYD – 4

- ❖ All the above mentioned posts are purely Contract basis only
- ❖ For Eligibility criteria and other details please log on to [www.nird.org.in](http://www.nird.org.in)
- ❖ The selection will be location wise (Hyderabad, Guwahati & Jammu)
- ❖ Candidates who have applied for DPD and other posts earlier may apply afresh.
- ❖ Candidate can apply for more than one post but separately.
- ❖ Director General, NIRD has every right to cancel the selection or postpone the selection process.
- ❖ The candidate should send their application through e-mail to [nirdnrlmhr@gmail.com](mailto:nirdnrlmhr@gmail.com) in the prescribed format. The candidate should write the name of the post and location in the subject of the e-mail.
- ❖ Last date for receipt of applications – 18th August 2014.

**DIRECTOR**  
**NRLM Resource Cell**

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
**Rajendranagar, Hyderabad-30**

**Terms of Reference and Required Qualifications and Experience**

**1. Deputy Project Director (3 Posts – Hyderabad, Guwahati and Jammu)**

**Remuneration payable: UptoRs. 90,000/-per month(Consolidated)**

**Terms of Reference:**

Within the overall guidance of DIRECTOR, NRLM Resource Cell, NIRD and NMMU-NRLM, Deputy Project Director would -

- Build and nurture the team at NRLM Resource Cell and coordinate the team
- Support the Director in managing the NRLM-RC on day-to-day basis,
- Support/Coordinate file management, budget watch, Finance and HR aspects etc.
- Prepare Annual action plan of NRLM Resource cell
- Plan monthly activities based on the annual action plan, implement and report the progress to Director(NRLM-RC), NIRD and NMMU/NRLM
- Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, apart from other units within NIRD
- Coordinate with SRLMs, SIRDs etc., in various states
- Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc.
- Build and take the services of resource persons and their pools in various themes
- Develop and manage the training and activity calendar(s)
- Meet the capacity building and related demands from NRLM at various levels
- Participate in Training, Documenting, Module Development, Material Development etc.
- Take up any other activity as assigned by the Director, from time-to-time

**Age:** Not more than 55 years

**Qualification:** Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

**Experience:**More than 20 years of overall experience in development sector in general and more than 10 years of relevant experience at state/national level in -

- Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations
- Exposure and working with NRLM at state level or above
- Coordination and facilitation of senior, complex teams
- Training and Capacity Building Staff &Community members, leaders, cadres and institutions
- Training of Trainers and Managing Community Training and Community Professional Training function in large community development projects
- Working with Resource Pools and Resource Organizations while managing training function in large development projects

- Design and implementation of participatory training and capacity building modules

**Competencies:**

- Comprehensive understanding of NRLM processes and activities
- Working knowledge of MS Office
- Excellent Reading , Writing and Communication skills in HINDI and ENGLISH
- Participatory training and facilitation skills
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Team Leadership and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view

**2. Project Consultant/Specialist (9 Posts – Hyderabad -3, Guwahati -3 and Jammu -3)**

**Remuneration payable: Upto Rs. 80,000/-per month(Consolidated)**

**Terms of Reference:**

Within the overall guidance of DIRECTOR, NRLM Resource Cell, NIRD and NMMU-NRLM, and direct supervision of Deputy Project Director, Project Consultant/Specialist would -

- Anchor specified theme(s)/activities in NRLM-RC and specified states
- Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular
- Plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/NRLM
- Support NMMU in general and CB Team in particular in various elements of Capacity Building in NRLM at various levels, including planning, orientation, consultation and review workshops
- Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, apart from other units within NIRD, in relation to the specific themes and states
- Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/resource persons' pools
- Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc.
- Build and take the services of resource persons and their pools in various themes
- Support in developing and managing the training and activity calendar(s)
- Support in meeting the capacity building and related demands from NRLM at various levels
- Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field
- Undertake fieldwork and field stay in anchor states for not less than 6 days a month
- Guide/mentor Project Professionals, State Thematic Experts and NRLM Fellows

- Take up any other activity as assigned by the Director, from time-to-time

**Age:** Not more than 55 years

**Qualification:** Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

**Experience:** More than 15 years of overall experience in development sector in general and more than 10 years of relevant experience at state/national level in -

- Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations
- Exposure and working with NRLM at state level or above
- Coordination and facilitation of senior, complex teams
- Training and Capacity Building Staff & Community members, leaders, cadres and institutions
- Training of Trainers and Managing Community Training and Community Professional Training function in large community development projects
- Working with Resource Pools and Resource Organizations while managing training function in large development projects
- Design and implementation of participatory training and capacity building modules

**Competencies:**

- Comprehensive understanding of NRLM processes and activities
- Working knowledge of MS Office
- Excellent Reading , Writing and Communication skills in HINDI and ENGLISH
- Good Participatory training and facilitation skills, with ability to conduct training in Hindi
- Skills in Designing Training, Module Development and building Trainers
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Teamwork and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view

**3. State Thematic Expert – IB&CB (12 Posts – North-east and North-west states – 1 in each state)**

**Remuneration payable: UptoRs. 80,000/-per month(Consolidated)**

**Terms of Reference:**

Within the overall guidance of Deputy Project Director, NRLM Resource Cell and direct supervision of Mission Director, SRLM, State Thematic Expert – Institution Building and Capacity Building (IB&CB) would -

- Lead and Anchor IB & CB in the SRLM at various levels
- Build and guide IB&CB Teams at district level and nurture block/cluster teams and NRLM Fellows
- Prepare Annual action plan of SRLM for IB and CB, implement, update MIS and report the progress to NRLM-RC and Mission Director, SRLM
- Support SRLM in general and in Resource, Partnership and Other Intensive Blocks in particular in various elements of Capacity Building at various levels from mobilization to building sustainable institutional architecture
- Liaison with National Resource Organization(s) and NMMU/NRLM
- Coordinate with and support SIRD in Capacity Building Area, including building trainers/resource persons' pool(s)
- Develop and manage the training and activity calendar(s) for community capacity building and staff at various levels
- Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc.
- Undertake fieldwork and field stay for not less than 7 nights a month
- Participate in NRLM RC Reviews periodically
- Take up any other activity as assigned by the Mission Director, from time-to-time

**Age:** Not more than 45 years

**Qualification:** Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

**Experience:** More than 8 years of relevant experience at state/national level in -

- Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations
- Exposure and working with NRLM at state level or above
- Coordination and facilitation of senior, complex teams
- Training and Capacity Building Community members, leaders, cadres and institutions
- Managing Community Training and Community Professional Training function in large community development projects
- Working with Resource Pools and Resource Organizations while managing training function in large development projects
- Design and implementation of participatory training and capacity building modules

**Competencies:**

- Comprehensive understanding of NRLM processes and activities
- Working knowledge of MS Office
- Excellent Reading, Writing and Communication skills in HINDI and ENGLISH (Local language would be desirable)
- Participatory training and facilitation skills
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability

- Strong faith in the capacity of the communities and community cadres
- Teamwork, Leadership and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view

#### **4. State Thematic Expert – FI (12 Posts – North-east and North-west states – 1 in each state)**

**Remuneration payable: UptoRs. 80,000/-per month(Consolidated)**

##### **Terms of Reference:**

Within the overall guidance of Deputy Project Director, NRLM Resource Cell and direct supervision of Mission Director, SRLM, State Thematic Expert – Financial Inclusion (FI) would -

- Lead and Anchor FI in the SRLM at various levels
- Build and guide FI Teams at district level and nurture block/cluster teams and NRLM Fellows
- Prepare Annual action plan of SRLM for FI, implement, update MIS and report the progress to NRLM-RC and Mission Director, SRLM
- Support SRLM in general and in Resource, Partnership and Other Intensive Blocks in particular in various elements of Capacity Building at various levels in Financial Inclusion aspects viz., Book Keeping, SHG Grading, Audit, Micro-credit plan, Revolving Fund and other Funds to communities, Bank Linkages, Bank Mitras etc.
- Liaison with National Resource Organization(s) and NMMU/NRLM
- Coordinate with bankers, SLBC/DLBCs, etc., and link SHGs with banks
- Coordinate with and support SIRD in Financial Inclusion Capacity Building, including building trainers/resource persons' pool(s)
- Develop and manage the training and activity calendar(s) for community capacity building and staff at various levels in financial inclusion
- Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc.
- Undertake fieldwork and field stay for not less than 7 nights a month
- Participate in NRLM RC Reviews periodically
- Take up any other activity as assigned by the Mission Director, from time-to-time

**Age:** Not more than 45 years

**Qualification:** Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

**Experience:** More than 8 years of relevant experience at state/national level in -

- Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations and financial inclusion, preferably with banking background
- Exposure and working with NRLM at state level or above
- Coordination and facilitation of senior, complex teams

- Managing/leading Financial Inclusion and Community Finance agenda ( accounting, audit, grading, micro-plan, financial management and linkages) at the district level
- Training and Capacity Building Community members, leaders, cadres and institutions in Financial Inclusion Area
- Managing Bankers' Orientation and Working with Bankers
- Working with Resource Pools and Resource Organizations
- Design and implementation of participatory training and capacity building modules

**Competencies:**

- Comprehensive understanding of NRLM Financial Inclusion processes and activities
- Working knowledge of MS Office
- Excellent Reading , Writing and Communication skills in HINDI and ENGLISH(Local language would be desirable)
- Good Numeracy, Accounting and Audit Skills
- Participatory training and facilitation skills
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Teamwork, Leadership and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view

**5. Project Professional (4 Posts – Hyderabad)**

**Remuneration payable: UptoRs. 60,000/-per month(Consolidated)**

**Terms of Reference:**

Within the overall guidance of DIRECTOR, NRLM Resource Cell, NIRD and NMMU-NRLM, and direct supervision of Deputy Project Director, Project Professional would -

- Anchor specified theme(s)/activities in NRLM-RC and specified states
- Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular
- Plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/NRLM
- Support NMMU in general and CB Team in particular in various elements of Capacity Building in NRLM at various levels, including planning, orientation, consultation and review workshops
- Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, apart from other units within NIRD, in relation to the specific themes and states
- Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/resource persons' pools

- Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc.
- Build and take the services of resource persons and their pools in various themes
- Support in developing and managing the training and activity calendar(s)
- Support in meeting the capacity building and related demands from NRLM at various levels
- Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field
- Undertake fieldwork and field stay in anchor states for not less than 6 days a month
- Guide/mentor NRLM Fellows
- Take up any other activity as assigned by the Director, from time-to-time

**Age:** Not more than 40 years

**Qualification:** Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

**Experience:** More than 5 years of relevant experience at district/state/national level in -

- Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations
- Exposure and working with NRLM at state level or above
- Coordination and facilitation of senior, complex teams
- Training and Capacity Building Staff & Community members, leaders, cadres and institutions
- Training of Trainers and Managing Community Training and Community Professional Training function in large community development projects
- Working with Resource Pools and Resource Organizations while managing training function in large development projects
- Design and implementation of participatory training and capacity building modules

**Competencies:**

- Comprehensive understanding of NRLM processes and activities
- Working knowledge of MS Office
- Excellent Reading, Writing and Communication skills in HINDI and ENGLISH
- Good Participatory training and facilitation skills, with ability to conduct training in Hindi
- Skills in Designing Training, Module Development and building Trainers
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Teamwork, Leadership and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view





# National Institute of Rural Development & Panchayati Raj

Rajendranagar, Hyderabad – 500 030

## National Rural Livelihoods Mission – Resource Cell

Application for the post of :

Location opted :

1. Name :
2. Father's Name :
3. Date of Birth and age as on 1<sup>st</sup> August 2014:
4. Address for Correspondence :
5. e-Mail :
6. Contact No. :
7. Educational Qualification :

(In descending order, up to SSC/Class X)

Degree/ Diploma Certificate	Year of passing	College/ Institute	Board/University / Institution	Subjects	Marks / Division

8. Experience(in years):

(Latest first)

S.N	Name of	Designation	Tenure (From and To & Years and Months)	Responsibility/Assignm	Achievement
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<b>o</b>	<b>Organisation / Place</b>			<b>ent</b>	

9. Languages : \_\_\_\_\_

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
<b>ENGLISH</b>			
<b>HINDI</b>			
<b>Other language</b>			

10. Computer Proficiency : \_\_\_\_\_

11. Any other information, applicant may like to give (but not more than 100 words):

12. References (Two) : \_\_\_\_\_

<b>Name</b>	<b>Designation and Organisation</b>	<b>Address with contact number</b>

**Attach CV (not more than 3 pages).**

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_