



सत्यमेव जयते

Government of India  
**Ministry of Rural Development**  
Department of Rural Development  
(Training Division)  
Krishi Bhawan, New Delhi – 110001

**Recruitment Notice**

National Institute of Rural Development & Panchayati Raj (NIRD&PR), Hyderabad is an autonomous organization under the administrative control of the Ministry of Rural Development. NIRD&PR undertakes training, research, action research and consultancy functions in rural development. It provides an inter-disciplinary academic environment, backed by an excellent infrastructure and state-of-art research and computer facilities.

The Ministry of Rural Development invites applications in the prescribed format for the post of Registrar & Director (Administration) in NIRD&PR, Hyderabad.

1	Pay Band and Grade Pay (6 <sup>th</sup> CPC)	Rs. 37400-67000 + G.P. Rs. 8700 (as per 6 <sup>th</sup> CPC)
2	Method of Recruitment	Deputation basis
3	Tenure	Three years
4	Age limit	56 years on closing date of receipt of applications

Applications in the prescribed format should be sent through the Cadre Controlling Authority/Department to the Under Secretary (Training), Ministry of Rural Development, Department of Rural Development, 4B, UG, India Habitat Centre, Lodhi Road, New Delhi - 110003. Details regarding qualifications and experience along with application form may be downloaded from [www.rural.nic.in](http://www.rural.nic.in) or [www.nirdpr.org.in](http://www.nirdpr.org.in)

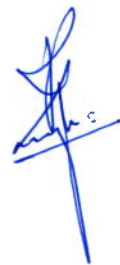
**LAST DATE: 30 days from the date of advertisement.**

Advt. No. 1/2021 (K-15017/01/2020-Trg)

(Sanjay Kumar)  
Under Secretary to the Govt. of India  
E-mail: [sanjay.kmr70@nic.in](mailto:sanjay.kmr70@nic.in)

**The norms and criteria for selection to the post of Registrar & Director (Admn), National Institute of Rural Development & Panchayati Raj (NIRD & PR)**

- i) Name of the Post : Registrar & Director (Administration.)
- ii) No. of posts : 1 (one)
- iii) Pay Band and grade pay or pay scale : Band Pay of Rs.37,400-67,000 (PB4) plus Grade pay of Rs.8,700/-
- iv) Method of Recruitment : Deputation basis - Calling for applications by addressing (i) the Chief Secretaries/ Director Generals of Police/Principal Chief Conservators of Forests of all States for circulating to all India Service Officers (IAS/IPS/IFS respectively) (ii) the cadre controlling authorities of all the Central Group 'A' Services.
- v) Eligibility : Holding analogous posts i.e in the scale of pay of Rs.37,400-67,000 (PB4) plus Grade pay of Rs.8,700/- or having 5 years experience in the scale of Rs.15,600-39,100/- with Grade Pay of Rs.7,600/- (PB3)
- vi) Experience :  
 Essential : At least 5 years working experience in Group "A" Service in personnel and Administrative matters.  
 Desirable : Working experience of academic/training institutions in the field of rural development policy and programmes. Degree in Law.
- vii) Period of deputation : Period of deputation (including short-term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization or some other organization or department of the Central Government shall ordinarily not exceed **three** years. The maximum age limit for appointment by deputation shall be 56 years on the closing date of the receipt of applications.



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- viii) Cooling off period : As per Government of India Rules
- ix) Appointing Authority : Executive Council of NIRD & PR
- x) Duties and responsibilities :
- a) The Registrar & Director (Admn.) is in-charge of the Administration Branch of the Institute and responsible for general administration and assistance to the Deputy Director General in dealing with administrative matters/ administrative arrangements such as seminars, conferences, training programmes, study tour, etc.;
  - b) The Officer shall assist the Deputy Director General in matters pertaining to the Executive Council, General Council, Standing Committees and other Parliament related works.
  - c) The Officer is responsible for the maintenance and deployment of the Institute's vehicles, procurement of stores, etc.;
  - d) The Officer is the Controlling Officer and Disciplinary Authority for certain categories of staff.
  - e) The Officer is also Warden of the Guest Houses in the Institute.
  - f) The Officer is the Welfare Officer of the Campus.
  - g) The Officer is declared a Faculty Member in terms of DoPT OM No. 13024/1/2008-Trg.I., dt. 05.09.2008. The Officer is required to take part in the academic activities of the Institute and is entitled to 30% of basic as training allowance.

**Other Conditions**

1. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
2. **Disqualification** – No person, -
  - (a) who has entered into or contracted a marriage with a person having a spouse living; or
  - (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
3. **Power to relax.** – Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules except the condition 2 above with respect to any class or category of persons.
4. **Saving.** – Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
5. The other instructions issued by the DoPT from time to time on the above subject may also be followed.

**F.No.K-15017/01/2016-Trg**

## PROFORMA OF APPLICATION

Affix recent  
passport size  
photo

**POST APPLIED FOR: Registrar & Director (Admin), NIRD&PR**

1. Name & Address of the applicant with e-mail address & contact No. :
2. Date of Birth:
3. Whether the application is for (1) Deputation or (2) Direct Recruitment or (3) both, please specify
4. Educational Qualifications/ Experience in accordance with the method of recruitment:
  - a. Whether educational & other qualifications required for the post as per the notification are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)  
Essential / desirable / preferable (As per RR):

S.No	State Qualifications / Experience required as per notification	State Qualifications / experience possessed by the officer
1		
2		
3		

5. Details of employment in chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

S.No	Office / Institution / organisation	Post held	From	To	Scale of pay / pay band and Grade Pay	Whether regular / adhoc / deputation	Nature of Duties performed
1							
2							
3							
4							

6. Please state whether working under:
  - a) Central Government
  - b) State Government
  - c) University
  - d) Autonomous or Statutory Organisation
  - e) Recognised Research Institution
  - f) Private Organisation

7. In case the present employment is held on deputation / contract basis, please state:
  - a) The date of initial appointment
  - b) Period of appointment on deputation / contract:
  - c) Name of the parent office / organisation to which you belong:
8. Name of the post held substantively, if any and scale of pay thereof;
9. Present pay and date from which it is drawn (scale in which drawn also to be indicated)
10. Additional information if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:
11. Please state clearly whether you fulfill all the requirements of the post viz. qualifications, experience and service in analogous post:
12. Remarks if any.
13. List of enclosures:

Certificate

Certified that the information furnished above is true and, correct to the best of my knowledge and belief. If any information is found to be wilfully suppressed or found not correct, I will forego my employment and abide by any disciplinary action by the competent Authority .

Date:

**Signature of the Candidate**

Place:

Certificate

(to be issued by the forwarding authority)

It is certified that the particulars furnished above are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

**Signature of the Employing  
Authority with Stamp and date**

### APPLICATION PROFORMA FOR DEPUTATION

SL. No	Name of the Post	Registrar & Director (Administration), National Institute of Rural Development and Panchayati Raj
1	Name and Address (In Block Letters)	
2	Date of Birth (In Christian era)	
3.i)	Date of entry into service	
3.ii)	Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
<p><b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs/norms &amp; criteria by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News)</p> <p>In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post		
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9. In case the present employment is held on deputation/contract basis, please state:	

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

Note: Information under column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre /organisation but still maintaining a lien in his parent cadre/organisation

10. if any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
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<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1"> <thead> <tr> <th>Basis Pay in the PB</th> <th>Grade Pay</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basis Pay in the PB	Grade Pay	Total Emoluments			
Basis Pay in the PB	Grade Pay	Total Emoluments						
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p> <table border="1"> <thead> <tr> <th>Basic Pay with Scale of Pay and rate of increment</th> <th>Dearness Pay/interim relief/other Allowances etc., (with break-up details)</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments						
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>								

<p><b>16.B Achievements:</b>  The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

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

**Certification by the Employer / Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular, if selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_.
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

**(Employer/Cadre Controlling Authority with Seal)**