



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

**Advt. no. 15/2023**

**File no. NIRDPR/CGGPA,CRU/RECRUITMENT/2020-21**

**Comp no.10866**

The National Institute of Rural Development and Panchayati Raj (NIRDPR) proposes to engage the services of suitable candidates on temporary basis on contract for the project post of 'Administrative Assistant' & 'Office Assistant' in Communication Resource Unit (CRU) for the UNICEF Project on "Institutional Mechanisms for Strategic Communications in Governments" on project mode for a period of 8 Months & extendable by one more year, based on performance and project duration.

The details with regard to the remuneration, qualification, experience, age etc., are indicated in the table below:

**Administrative Assistant**

1.	Designation	Administrative Assistant
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Duration	8 months
5.	Educational Qualification	<ul style="list-style-type: none"><li>• Any Graduation from recognised university.</li><li>• Proficiency in the use of computer programs for: Ms Office, Book keeping, E-mail, Internet; Proficiency in the use of office equipment: Computer, Voice messaging systems, Fax, Photo copier</li></ul>
6.	Experience	<ul style="list-style-type: none"><li>• Minimum of two years of experience in office administration</li><li>• Fluency in English and Telugu</li></ul>
7.	Desirable Criteria	Good communication, writing and drafting skills required.
8.	Purpose & Key Responsibilities	<ul style="list-style-type: none"><li>• Manage reception and answer phone inquiries, reply to general information requests with the accurate information sort incoming mail, faxes, and courier deliveries for distribution</li><li>• Responsible for office administration, use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents</li><li>• Purchase, receive and store the office supplies ensuring that basic supplies are always available</li><li>• Assist with financial management in preparation of invoices and financial statements; Process accounts payable/receivable ensuring timeliness and accuracy of information; Prepare accurate bank reconciliations and deposits; Administer petty cash according to established procedures; Assist with financial reports as required; Use</li></ul>

		computer software to prepare invoices and financial statements
9.	Age Limit	45 (as on the date of advertisement)
10	Remuneration	Rs.36,300/- per month (Consolidated)

### **Office Assistant**

1.	Designation	Office Assistant
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Duration	8 months
5.	Educational Qualification	• 8 <sup>th</sup> Pass
6.	Desirable Criteria	<ul style="list-style-type: none"> <li>• Minimum of one years of experience in similar role.</li> <li>• Courteous, pleasant and initiates help &amp; support when necessary</li> </ul>
7.	Job Description	<ul style="list-style-type: none"> <li>• Assist CRU team in office functions, filing, organizing files and file movement</li> <li>• Assist in procurement of consumables, inventory, and log</li> <li>• Office up keeping, assist in hospitality and office visitors</li> <li>• Make necessary arrangements for meetings, workshops, and trainings</li> </ul>
8.	Age Limit	45 (as on the date of advertisement)
9.	Remuneration	Rs.13,750/- per month (Consolidated)

### **General conditions**

1. An application fee of Rs.300/- plus applicable taxes should be paid by General/OBC/EWS candidates through **Pay Fee (SB Collect)**. No application fee for SC/ST/PWD candidates.
2. Candidate seeking exemption of application fee under SC/ST/PWD category shall require to upload the necessary Caste/PWD category certificate. Otherwise the application is liable to be rejected.
3. The candidates should apply through online registration available on the website <http://career.nirdpr.in/>
4. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRDPR in future.
5. Age, experience and qualification will be reckoned as on the date of this notification i.e, **24.05.2023**. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.
6. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
7. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.

8. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
9. Canvassing in any form will be treated as disqualification.
10. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
11. The selection will be at NIRDPR, Rajendranagar, Hyderabad.
12. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.
13. Only the shortlisted candidates will be called for written test/interview or both as applicable and no TA / DA will be given for attending the written test/Interview.
14. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for written test/Interview.
15. In case of any inadvertence in the process of selection which may be detected at any stage even after the issue of engagement letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
16. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
17. Candidates may regularly visit the website for further information/ updates, if any.
18. Applications received after the due date and time will not be considered.
19. The final results shall be communicated to the selected candidates only.
20. Last date for submission of online application is **07.06.2023**. (within 15 days from the date of publication of the advertisement)

Sd/-  
Assistant Director  
Administration (Section –I)