



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
RAJENDRANAGAR : HYDERABAD -500 030**

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**Advertisement Inviting Applications for Filling up of Faculty Positions and
other non-faculty positions at the School Level in the School of Excellence in
Panchayati Raj (SoEPR) at NIRDPR**

National Institute of Rural Development & Panchayati Raj (NIRDPR) is India's apex institution for training and research on Panchayati Raj & Rural Development. NIRDPR is implementing a National level Project for setting up of a School of Excellence in Panchayati Raj (SoEPR) at NIRDPR with support from the Ministry of Panchayati Raj (MoPR), Government of India, under the Central Component of RGSA. NIRDPR is setting up the SoEPR to provide all-round specialised professional support in strengthening the Panchayati Raj system across India to achieve holistic and sustainable development through better management of the Panchayati Raj Institutions (PRIs).

NIRDPR is in search of bright young faculty members and supporting staff who would passionately engage in creating and disseminating knowledge in various domains of Panchayati Raj system and developing the SoEPR as a National as well as a Global Centre of Excellence in the realm of local self-government. With this end in view, NIRDPR invites online applications from eligible candidates for filling up of the following School Level faculty positions on contract basis in the SoEPR, as indicated in the following Tables:

1. Associate Professor under the SoEPR

1	Designation	Associate Professor under the SoEPR
2	No. of Posts	2 (two)
3	Mode of Recruitent	On contract basis
4	Age Limit	Not exceeding 50 years as on the last date for receipt of applications
5	Duration	3 (three) years

6	Remuneration	<ul style="list-style-type: none"> ➤ A consolidated amount of Rs.2,25,000/- (Rupees two lakh twenty five thousand) only per month plus cost of travel and subsistence on tour as per norms of NIRDPR. ➤ There will be a scope for performance-based financial incentive linked with achievements in making the Centres of the SoEPR financially self-sustained.
7	Educational Qualification and Work Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> ➤ A Master's Degree in any one of the following streams viz. Development Planning, Political Science, Public Administration, Economics or Rural Development with not less than 55% marks from any recognized university. ➤ Ph.D Degree from a recognized university in any field related to Development Planning, Political Science, Public Administration, Economics and Rural Development. ➤ At least 7 (seven) years' combined experience of having taught in a college and/or a university as Assistant Professor and/or Associate Professor in any one of the subjects mentioned above with special focus on Panchayati Raj system and Decentralised Planning. ➤ At least 7 (seven) research publications in peer-reviewed National and/or international journals on matters related to the subjects mentioned above. <p><u>Desirable</u></p> <p>Publication of at least 2 books by a renowned publisher on one or more matters related to the subjects mentioned above.</p>

8	Knowledge and Skills Required	<p>At least three of the areas mentioned below:</p> <ul style="list-style-type: none"> ➤ Knowledge about Panchayat Acts & Rules of one or more States/UTs including structure, functions, roles & responsibilities of Panchayats as institutions of self-government. ➤ Knowledge of e-Governance and Service Delivery through Panchayats. ➤ Knowledge about Panchayat Finance, Accounts & Audit. ➤ Knowledge about localization of SDGs, Integrated Panchayat Planning and Convergence. ➤ Knowledge about Public Health, Sanitation and Infrastructure Development. ➤ Knowledge about Skilling & Economic Development. ➤ Knowledge about Social Development (Health, Education, Women & Children). ➤ Knowledge about Biodiversity, Environmental Upgradation and Built Environment. ➤ Knowledge about issues related to Conflict Management & Dispute Resolution. ➤ Knowledge about Panchayat Statistics, Panchayat Policy Reforms and Advocacy. ➤ Proficiency in writing and speaking English and speaking & reading Hindi. ➤ Skills in Capacity Building & Training (CB&T) on various aspects of Panchayats & Rural Development.
9	Job Description	<ul style="list-style-type: none"> ➤ To supervise the work of one or more centres of the SoEPR ➤ To create and disseminate knowledge and to guide in creation and dissemination of knowledge about – ➤ Effective functioning of three-tier Panchayati Raj Institutions (PRIs) as institutions of self-government; ➤ e-Governance and Service Delivery; ➤ Panchayat Finance, Accounts & Audit; ➤ Localization of SDGs for their attainment through Panchayat ➤ Development Plans (GPDP, BPDP, DPDP and integration among them); ➤ Public Health, Sanitation and Infrastructure Development; ➤ Economic Development with focus on Livelihood Opportunities and Social Justice; ➤ Biodiversity, Environmental Upgradation and Built Environment; ➤ Social Development (Health, Education, Women &

		<p>Children);</p> <ul style="list-style-type: none"> ➤ Conflict Management & Dispute Resolution through Panchayats; ➤ Panchayat Statistics, Panchayat Policy Reforms and Advocacy; and such other subjects as come under the purview of the SoEPR. ➤ Advancement of knowledge in the Centres' works, based on experience, research and action research. ➤ To serve as a knowledge repository in the works that comes under the purview of the SoEPR. ➤ To prepare a strategic plan for dissemination of the knowledge created through the related Centres under the SoEPR. ➤ To provide support and guidance to the PR Departments of the States/ UTs, SIRDs and 3-tier PRIs in conduct of research/action research on the relevant subjects. ➤ To design and guide in designing and conduct of Training of Trainers and Training Programmes on the subjects mentioned above. ➤ To guide, supervise and monitor the performance of the functions of the Assistant Professors of the Centres to be headed by her/him. ➤ To raise funds through knowledge-based works of the Centre. ➤ To discharge such other responsibilities as may be assigned by the competent authority.
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2. Video Editor

1	Designation	Video Editor
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One
4	Educational Qualification	<ul style="list-style-type: none"> ➤ Bachelor's Degree in any discipline with minimum 55% marks from a recognized university. ➤ Diploma in video editing course from any recognized institution.

5	Experience	<ul style="list-style-type: none"> ➤ At least 5 years' experience of having been directly associated with the specified duties and responsibilities. ➤ Sound knowledge of professional video editing Software like Adobe Premiere Pro CC, Final Cut Pro etc. ➤ Knowledge of video editing equipment, including digital video effects units, video switching equipment and computer editing systems. ➤ Professional audio and/or video tape editing and postproduction procedures, techniques, and standards. ➤ Sound knowledge of motion graphics/info graphics/creating animation/creating logos and signature tunes. ➤ Experience of editing at least 10 films related to documentary, video lectures, interviews, case studies and interactive modules.
6	Desirable Criteria	<ul style="list-style-type: none"> ➤ Working with strict project timeline, as per the requirements of the Centre. ➤ Competencies/attainment of Technical Standards as follow - video format: Full HD 1920x1080 pixels/ MPEG-4 AVC Compression; video frame to maintain 6- 8% headroom and videos aspect ratio should be of 16:9; audio channel to have mixed audio track; all graphs and diagrams must have clear font; video quality and audio levels should be constantly monitored while recording; voice modulation be taken care of and the voice should remain same throughout the video as in a classroom situation; when using hyperlinks, maintenance of a clear difference between links and regular text; for embedded multimedia, controls should be visible and easily accessible; to ensure all editing cuts, changes and additions appear seamless and natural and help the story flow more effectively in the finished product.

7	Job Description	<ul style="list-style-type: none"> ➤ Editing the raw video footages and developing into a professional quality product as per the requirements of the institution, including documentary films, snippets, video lectures, interviews, case studies and interactive modules. ➤ Integration of voice-over and sub-titling in English and all Indian languages as required. ➤ Re-ordering and fine-tuning the content to ensure the logical sequencing and smooth running of the film/video. ➤ To combine visual footage with audio sound effects, dialogue, ambient sound and a musical soundtrack to ➤ Create effective and engaging learning experience. ➤ To edit footage into timelines and cut time out of certain shots to create a more impactful story for the audience. ➤ To finalize technical aspects such as correcting faulty footage, grading and colorings and adding special effects. ➤ To evaluate edited footage to make sure it matches with the story board / voice overs. ➤ To create sound effects by recording specific audio clips or choose audio effects from a database of sounds to include in the final product. ➤ Any other task in the related field to be assigned from time to time. ➤ Capacity to work for prolonged hours.
8	Age Limit	Not exceeding 45 years as on the last date for receipt of applications
9	Remuneration	Rs.50,000/- (Rupees fifty thousand) only per month.

3. Videographer:

1	Designation	Videographer
2	Mode of Recruitment	On Contract Basis
3	No. of Positions	One

4	Educational Qualification	<ul style="list-style-type: none"> ➤ Bachelor's Degree in any discipline with minimum 55% marks from a recognized university. ➤ Three years' Diploma in Motion Picture Photography /Cinematography/ Videography from a recognized institution.
5	Experience	<ul style="list-style-type: none"> ➤ Five years of experience in handling professional film camera/studio camera/video camcorder/movie camera along with experience in documentary film shooting including sound knowledge of video production and video editing. ➤ Working knowledge with camera equipment (digital cameras, video recording cameras), lighting equipment (spotlights, handheld lights), audio equipment (microphones) etc. ➤ Experience of maintaining troubleshoot and perform minor repairs to the audio, video and lighting equipment. ➤ Skills of recording with high quality (1920 x 1080) video and noise-free audio of excellent quality. ➤ Skills to ensure that all the videos have 16:9 Aspect Ratio (widescreen) and video quality and audio levels (in 0 db) should be constantly monitored while recording.
6	Job Description	<ul style="list-style-type: none"> ➤ To operate high end HD Video Cameras in the Studio/ ➤ Conference Hall or at field for digital recording of Video Documentaries / Video Lectures/ Interviews /Live Recording of Conference Proceedings. ➤ To record with high quality video and noise-free audio of excellent quality. ➤ To transport, set-up, and operate audio and lighting production equipment, as per prescribed standards and specifications. ➤ Computer skills to work with video editing software for compressing the raw footage into compressed format. ➤ Ability to effectively manage time and production schedules. ➤ Ability to perform job-related miscellaneous duties as assigned. ➤ Any other task in the related field to be

		<p>assigned from time to time.</p> <ul style="list-style-type: none"> ➤ Capacity to work for prolonged hours.
7	Age Limit	Not exceeding 40 years as on the last date for receipt of applications
8	Remuneration	Rs.55,000/- (Rupees fifty-five thousand) only per month.

4. **Training Manager**

1	Designation	Training Manager
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	1 (one)
4	Educational Qualification	<ul style="list-style-type: none"> ➤ A Master's Degree in any discipline from any recognized university
5	Work Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> ➤ At least five years' first-hand combined experience of managing Online and Offline Training at District, State or National level, particularly in government environment <p><u>Desirable</u></p> <ul style="list-style-type: none"> ➤ Skills in development of Case Studies on Panchayat functioning and/or Decentralised Planning ➤ Skills in management, monitoring & documentation of Training Programmes
6	Knowledge and Skills Required	<ul style="list-style-type: none"> ➤ Sound knowledge about structure, functions, roles and responsibilities of Panchayats, particularly Gram Panchayats and knowledge about Decentralised Planning ➤ Knowledge about management and monitoring of Capacity Building & Training ➤ Knowledge of handling Training Management Portals ➤ Skills in office management and administrative work, particularly in relation to Capacity Building & Training ➤ Soft skills including proficiency in MS Office, particularly Excel ➤ Ability to speak and write in English and speaking Hindi

7	Job Description	<ul style="list-style-type: none"> ➤ To organise and manage Capacity Building & Training Programmes under all the Centres of SoEPR ➤ To assist in developing Training Designs and Learning Materials of SoEPR ➤ To prepare Training Budget for Training Programmes under SoEPR ➤ To assist in development of Case Studies on Panchayats, Rural Development and Decentralised Planning ➤ To assist in coordination with SIRDs/SPRCs, ETC/DTC/DPRCs, SRLMs, Corporates, CSO/NGOs other organisations for effective implementation of Capacity Building and Training Programmes under SoEPR ➤ To operate Training Management Portals and assist in preparation of reports, documentation and evaluation of Training Programmes ➤ To discharge such other responsibilities as may be assigned by the competent authority
8	Age Limit	Not more than 42 years as on the last date for receipt of applications
9	Remuneration	A consolidated amount of Rs.45,000/- (Rupees forty-five thousand) only per month plus travel and subsistence on tour as per norms of NIRDPR

5. Accounts & Administrative Coordinator

1	Designation	Accounts & Administrative Coordinator
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2(Two)
4	Educational Qualification	<ul style="list-style-type: none"> ➤ A Master's Degree in any discipline from any recognized University ➤ Desirable: A Master' Degree in commerce
5	Work Experience	<ul style="list-style-type: none"> ➤ Three years' first-hand combined experience of having worked on financial management and office management at District/State/National level, particularly in government environment

6	Knowledge and Skills Required	<ul style="list-style-type: none"> ➤ Knowledge of financial management, maintenance of accounts and audit compliance in any government office ➤ Knowledge of and skills in office management and administrative work, particularly in any government office ➤ Knowledge about maintenance of records and stock registers ➤ Soft skills including proficiency in MS Office, particularly Excel and knowledge of working in Tally ➤ Ability to speak and write in English and speaking Hindi
7	Job Description	<ul style="list-style-type: none"> ➤ To assist in preparing budgets for Training Programmes to be conducted by the 9 Centres of the SoEPR ➤ To assist in the release of funds in favour of institutions/individuals for Capacity Building & Training and other activities ➤ To assist in preparation of salary bills for the staff of the SoEPR and submission of the same to the Accounts Section of NIRDPR ➤ To assist the SoEPR Staff in preparation of TA Bills ➤ To assist in checking TA Bills of the SoEPR Staff and maintain liaison with the Accounts Section in passing the Bills for payment within a reasonable time ➤ To assist in preparation of financial statements as per requirement of the SoEPR Project ➤ To discharge various administrative functions of the SoEPR ➤ To assist in office management and various administrative works under SoEPR ➤ To assist in maintenance of records and stock registers under SoEPR ➤ To maintain liaison and communication with States/UTs, different Centres of SoEPR ➤ To discharge such other responsibilities as may be assigned
8	Age Limit	Not more than 40 years as on the last date for receipt of applications
9	Remuneration	A consolidated amount of Rs.40,000/- (Rupees forty thousand) per month plus travel and subsistence on tour as per norms of NIRDPR

6. Multi-Task Assistant

1	Designation	Multi-Task Assistant
2	Mode of Recruitment	On Contract Basis
3	No. of Posts	2 (two)
4	Educational Qualification	Graduation from any recognized university.
5	Work Experience	Three years' first-hand experience of having worked at District/State/National level, particularly in any government office
6	Knowledge and Skills Required	<p><u>Essential</u></p> <ul style="list-style-type: none"> ➤ Knowledge about office management and administrative works, particularly in any government environment ➤ Ability to speak and write in English and speaking Hindi <p><u>Desirable</u></p> <ul style="list-style-type: none"> ➤ Skills in computer applications, particularly in use of Word and Excel
7	Job Description	<ul style="list-style-type: none"> ➤ To open the offices of the Centres under SoEPR at ➤ 9.00 AM and close it at 7.00 PM everyday including Saturdays, Sundays and holidays as may be required ➤ To manage the front offices of the Centres under SoEPR ➤ To coordinate with all the Centres of SoEPR in managing office work ➤ To assist in maintaining registers and other official records related to office management ➤ To discharge such other responsibilities as may be assigned by the competent authority
8	Age Limit	Not more than 30 years as on the last date for receipt of applications
9	Remuneration	A consolidated amount of Rs.20,000/- (Rupees twenty thousand) per month.

General Conditions:

1. The candidates need to apply through online registration available on the website <http://career.nirdpr.in/>
2. The offered assignment is purely on contract basis and does not envisage any form of regular appointment at NIRDPR in future.

3. The candidates who are not capable of conducting official tour frequently with staying outdoors are not suitable for the assignments.
4. Higher pay may be granted to the deserving candidates.
5. Candidate seeking exemption of application fee under SC/ST/PWD category shall be required to upload the necessary Caste/PWD category certificate. Otherwise, the application is liable to be rejected.
6. An application fee of Rs.300/- must be paid by General/OBC/EWS candidates through Pay Fee (SBI Collect). No application fee is required for SC/ST/PWD candidates.
7. Age, experience and qualification will be reckoned as on the last date for receipt of applications.
8. Clear quality attested Photostat copies of all important certificates and documents must be uploaded with the online application.
9. Candidates are advised to satisfy themselves before applying that they possess the essential qualifications, knowledge, skills and work experience as on the reference date as laid down in the Advertisement.
10. In case of a large number of applications, the Institute may shortlist the candidates as may be necessary.
11. The Institute reserves the right to relax any of the requirements i.e. Age, Work Experience etc. in exceptional cases.
12. Selection of eligible candidates will be done through a fair competitive process. Canvassing in any form will be treated as a disqualification.
13. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection, engagement or posting.
14. Date, time and venue of Written Test and/or Interview will be communicated to shortlisted candidates only.
15. Only the shortlisted candidates will be called for Written Test/Interview as applicable and no TA / DA will be given for attending the Written Test/Interview.
16. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for Written Test/Interview.

17. 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 with the candidates.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
19. Candidates may regularly visit the website of NIRDPR for further information/updates, if any.
20. Applications received after the due date and time will not be considered.
21. The final results will be communicated to the selected candidates only.
22. The last date for submission of online application is **08.03.2026**.
23. If any applicant, after contractual engagement on successful completion of all the stages of the recruitment process, submits resignation, she/he will have to serve a notice period of two months with fully satisfactory performance before release.
24. Candidates who have not been shortlisted have the option of representing within 2 days of display of shortlisted candidates on the website, failing which no further claim in this regard will be entertained.

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Assistant Director
Administration (Section -I)