



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ**  
(Ministry of Rural Development, Government of India)  
Rajendranagar, Hyderabad – 500 030.

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 **Coordinator(s), Communication Resource Unit (CRU)** for the UNICEF Project on “**Institutional Mechanisms for Strategic Communications in Governments**” on project mode for a period of 1 year. The details of the project consolidated remuneration, qualifications, experience, age, etc., are as follows

### 1. Office Assistant

<b>Name of the Position</b>	<b>Office Assistant</b>
<b>Salary</b>	Rs.13,750/- per month
<b>Reports to</b>	Head – Communication Resource Unit (CRU), NIRDPR
<b>Duration</b>	July 2021 to June 2022
<b>Job Description</b>	
<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>	
<b>Qualifications &amp; Skills</b>	
<p style="text-align: center;"><b><u>Essential</u></b></p> <ul style="list-style-type: none"><li>• 8th Pass</li></ul> <p style="text-align: center;"><b><u>Desirable</u></b></p> <ul style="list-style-type: none"><li>• Courteous, pleasant and initiates help &amp; support when necessary</li><li>• 1 year of previous experience in similar role</li></ul>	

**The candidates are advised to go through the advertisement thoroughly before applying.**

Qualified and interested candidates should apply offline or online through NIRD&PR Website: [www.nirdpr.org.in](http://www.nirdpr.org.in).

If applying through offline, the format attached may be downloaded and filled. The filled in application may be sent to the following address.

Dr. NV Madhuri  
Head - CRU  
Room No: S-25, CGSD  
Second Floor, SK Dey Block  
National Institute of Rural Development & Panchayati Raj  
Rajendra Nagar, Hyderabad – 500030.  
Telangana.

**General conditions:**

- This project assignment is purely temporary, co-terminus and does not entail any kind of regular appointment in NIRD&PR in future
- In case of large number of applications, the Institute may shortlist the candidates as may be necessary
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases
- Number and duration of the position indicated in the advertisement may vary, depending upon the requirement

The **last date for submitting applications online is 23<sup>rd</sup> July,2021.** Applications received after the due date and time will not be considered.

The shortlisted candidates will be informed about the date, time, and venue of the Interview.

**Head  
CRU -NIRDPR**