



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(An Organisation of the Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad – 500030

National Institute of Rural Development and Panchayati Raj (NIRDPR) is the country's apex organization for training and research in various aspects of rural development. NIRDPR actively monitor several Government of India rural empowerment initiatives and serve as a think tank for policy formulation of the Ministry of Rural Development. CGARD (Centre for Geo-Informatics Applications in Rural Development) division at NIRDPR, Hyderabad is looking for suitable candidates for the following position on purely contract basis.

S.no	Name of the position	No. of position	Salary
1.	Training Manager (Administration and Accounts)	1	Rs.40,000/- per month

For Eligibility Criteria, Online submission of application and other details please visit: <http://career.nirdpr.in/>

Last date for submission of online application is **08/07/2026**

Advt.No.10/2026

File No: NIRDPR/CGARD/SupportingStaff/002/AssocProf1/21-22

Comp.no.12955

Sd/-

Assistant Director
Administration (Section-I)



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

Advt. no.10/2026
File no. NIRDPR/CGARD/Supporting
Staff/002/AssocProf1/21-22
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Educational qualifications, experience and remuneration are indicated in the table below:

Training Manager (Administration and Accounts)

1.	Designation	Training Manager (Administration and Accounts)
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Duration	One Year (extendable for two more years based on Performance and requirement of the Institute)
5.	Educational Qualification	Post-Graduation from a recognized University.
6.	Experience	Five years of experience in Office Management / Project Management and Accounts. Strong skills in Operating M S office and Tally
7.	Age Limit	50 years or below
8.	Remuneration	Rs.40,000/- 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 be required 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: career.nirdpr.in
4. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at National Institute of Rural Development and Panchayati Raj in future.
5. Age, experience and qualification will be reckoned as on the last date of submission of application i.e, **08.07.2026**. Clear quality attested xerox copies of all important certificates and documents must be uploaded with the online application.
6. The candidate should upload valid experience certificates in proper format only. It must have details of the employer, duration of employment (including date of joining & relieving, and breaks if any), the position(s) held, nature of appointment (regular/contractual/part-time/internship), name, designation, and seal of issuing authority, and any other relevant information. No other documents, such as offer letters, pay slips, contract extension letters, etc., will be treated as experience letters.
7. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
8. In case of a large number of applications, the Institute may shortlist the candidates as may be necessary.
9. The Institute reserves the right to relax any of the requirements i.e., age, experience, etc., in exceptional cases.
10. The Institute also reserves the right to cancel the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.
11. Canvassing in any form will be treated as disqualification.
12. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection, or engagement.
13. The selection will be held at NIRDPR.
14. Date, time, and venue of written test / interviews shall be communicated to shortlisted candidates only.
15. 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.
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 to 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 for further information/updates, if any.
20. Applications received after the due date and time will not be considered.
21. The final results shall be communicated to the selected candidates only.
22. Last date for submission of online application is **08.07.2026**.

Sd/-
Assistant Director
Administration (Section –I)