



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
**(Ministry of Rural Development, Govt. of India)**  
**Rajendranagar, Hyderabad – 500030**

**Recruitment of Project Staff for National Resource Cell for Social Audits of DSJE**  
**(NRCSA-DSJE), NIRD&PR, Hyderabad**  
**(On Project Mode)**

**Advt.06/2022-CSA**  
**F. No. NIRDPR/CSA/RC-DSJE/2021 -22**

### **1. About the Project**

The Department of Social Justice and Empowerment has taken a decision to conduct SA of all its schemes to improve transparency and accountability in the implementation of its programmes. The social audit plan is detailed in a scheme titled 'Information, Monitoring, Evaluation and Social Audit' (I-MESA). The department has come up with a 5 year social audit plan. The social audits are to be carried out by the Social Audit Units (SAUs) which have already been set up in every state. For this a National Resource Cell for Social Audits of DSJE (NRCSA-DSJE) is being set up with Centre for Social Audit of NIRD&PR. NRCSA-DSJE at NIRD&PR will oversee the smooth roll out of the social audit programme as envisioned. The NRCSA-DSJE will coordinate with the state SAUs to monitor the progress and quality of social audits conducted and handhold and support the SAUs through training and capacity building requirements. The NRCSA-DSJE will act as a bridge between the DSJE and the State SAUs to ensure efficient conduct of social audits. Thus, Centre for Social Audit, NIRDPR proposes to engage the services of suitable candidates for the following positions on short term contract basis who should be ready to work as per the requirement of MoSJ&E in any location.

### **2. The Mandate of NRCSA-DSJE**

The NRCSA-DSJE works as a technical resource agency to the SAUs and States on behalf the Ministry in order to improve the programme delivery by taking up social audits. In fulfilling the above, the NRCSA-DSJE will take up the following activities:

#### **A. Coordinating Social Audits**

1. Facilitate the development of social audit guidelines and protocols for the different schemes. Revise guidelines and protocols based on feedback from the pilot audits.
2. Provide technical assistance and support to SAUs for conduct of effective social audits
3. Set up an advisory body with few permanent members and a larger list of invitees with expertise on different relevant subjects/ sectors to guide the social audit process
4. Identify National Resource Organizations that have demonstrated expertise in Social accountability initiatives, to partner with for preparation of training modules, organizing of training, facilitating pilot audits, conduct of test audits, monitoring and evaluation of social audits.
5. Help design the MIS for conduct of social audit and manage the social audit findings and action taken reports.
6. Help prepare an annual action plan and budget for the SAUs

7. Engage with the Ministry on a periodic basis regarding social audit findings, action taken reports and other support required for conduct of social audit
8. Conduct research on different aspects of social audits
9. Document and disseminate good practices in social audit
10. Prepare annual report incorporating findings, action taken reports and policy recommendations

## **B. Capacity Building**

1. Identify training needs and prepare modules including audio-visual material and material for online training.
2. Identify potential trainers drawn from CSOs/ academic institutions/ best practitioners
3. Train and build capacity of social audit resource persons in SAUs to take up social audits of DSJE schemes
4. Conduct pre and post training assessment to quantify the benefits from the training programmes.
5. Facilitate on-site, immersion visits for SA resource persons as a part of the sensitization process.
6. Identify best practices and facilitate cross-learning of best practices through exposure visits and workshops for policy makers, key officials at the State level and social audit resource persons.
7. Wherever the end-users are the same, capacity building programmes being planned for them by various Ministries like Ministry of Rural Development, Ministry of Women and Child Welfare, Ministry of Panchayati Raj, Ministry of School Education etc shall converge so as to avoid multiple training programmes.

## **C. Monitoring and Evaluation**

- 1) Monitor the social audits conducted by the SAUs to assess their effectiveness and provide technical assistance as per requirement
- 2) Take up test audits and special audits as to check the quality of audits taken up by the SAUs
- 3) Coordinate with the other monitoring initiatives of the DSJE (mentioned in the IMESA)

## **3. Required Competencies for the announced positions**

Thus to perform above tasks, the Project staff are required to travel extensively across the country and poses the following competencies

### **A. Technical Competencies**

- Preparation and interface with SAU directors, State Welfare Department officials across all the State Governments to take forward the social audits effectively on line with guidelines developed;
- Facilitation of conduct of pilot audits, test audits;
- Training and Capacity Building Activities;
- Documenting learnings and undertaking research.
- Create weekly / monthly / yearly reports on conduct of social audits,
- Create an integrated plan/schedule for review of progress
- Support in Preparing the MIS on social audit

### **B. Behavioural Competencies**

- Timely & Accurate Decisions

- Ownership of Decision
- Problem Solving Attitude
- Proactive Planning
- Implementation of innovation based initiatives
- Focus on Continuous improvement
- Recognizes & Encourages Performance
- Efficient Flow of Information
- Collaborative Style of Working
- Respect Towards Individual
- Open Work Environment
- Focus on Outcomes

The details with regard to the remuneration, qualifications, experience, age, etc., are as follows

**Recruitment Rules For the Project Staff of National Resource Cell for Social Audits of DSJE (NRCSA-DSJE), NIRD&PR, Hyderabad**

Sl. No.	Name of the post	No. of posts	Mode of recruitment	Max. age limit as on last date of application	Qualifications and experience	Scale of pay / Remuneration	Remarks
1.	Mission Manager (Social Audit)	1	Direct Recruitment on contract basis up to 1 year and Extendable to 5 years based on performance	60 years	<p><u>Essential Qualifications:</u></p> <p>Education: Post Graduation in any discipline with at least 55% marks from a recognized university.</p> <p><u>Experience:</u> 10 years grassroots experience with CSO and out of it at least three years of experience in Social Audit and two years of administrative experience handling projects/units/cell at state level</p> <p><u>Desirable:</u> Experience at National level and conduct of social audit for various programmes Excellent command over Hindi and English languages</p>	Rs.1,25,000/- per month consolidated.	
2.	Project Officers	3	Direct Recruitment on contract basis up to 1 year and Extendable to	45 years	<p><u>Essential Qualifications:</u></p> <p>Education: Post Graduation in any discipline with at least 55% marks from a recognized university</p> <p><u>Experience:</u> minimum 5 years</p>	Rs.75,000/- per month consolidated.	

Sl. No.	Name of the post	No. of posts	Mode of recruitment	Max. age limit as on last date of application	Qualifications and experience	Scale of pay / Remuneration	Remarks
			5 years based on performance		grassroots experience with CSO and out of it at least three years of experience in Social Audit. <u>Desirable:</u> Experience in Development of guidelines and protocols for social audit, experience in conducting the training programmes including preparation of training material, Documentation, assessment reports and experience of conduct of research and evaluation studies, MIS, etc. Excellent command over Hindi and English languages		
3.	Project Assistant/ Accountant	1	Direct Recruitment on contract basis up to 1 year and Extendable to 5 years based on performance	35 years	<u>Essential Qualifications:</u> Education: Post Graduation with at least 55% marks from a recognized university  Experience: Two Years of experience with knowledge and experience in computer applications, office management and knowledge of Tally  <u>Desirable:</u> knowledge in social audit/ IT Platform / Data management and Analysis/ accounting etc Fluency in Hindi and English languages	Rs.33,000/- per month consolidated.	

**Application Format:** Candidates have to apply through the Online Registration Form available at <http://career.nirdpr.in/> with supporting documents and certificates. Experience and qualification will be reckoned as on the last date of submission of application. Clear quality Xerox attested copies of all important certificates and documents must be uploaded with the online application

Only shortlisted candidates will be called for interviews. All communications will be through e-mail. Hence, all candidates are advised to clearly mention their e-mail/contact number in their application.

**Last date for submission of applications:** The last date for submitting applications is **26<sup>th</sup> February, 2022 till 05:30 PM**. Applications received after the due date and time will not be considered.

**General Conditions:**

- i. The offered assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future.
- ii. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
- iii. Canvassing in any form will be treated as disqualification.
- iv. No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- v. The shortlisted candidates will be informed about the date, time and venue of the interview.
- vi. Retired Government persons who apply will be governed as per provisions of Ministry of Finance O.M. No.3-25/2020-E.IIIA, dated 09-12-2020.
- vii. Candidates may regularly visit the website for further information/updates, if any.

**Assistant Registrar (E)  
NIRD&PR, Hyderabad**



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

**Advt.06/2022-CRU**  
**F. No. NIRDPR/CSA/RC-DSJE/2021 -22**

National Institute of Rural Development and Panchayati Raj is a premier Institute of national and international repute in terms of capacity-building and research in the realm of Rural Development and related aspects. NIRDPR invites online applications from qualified and experienced persons for its Communication Resource Unit (CRU) sponsored by UNICEF, on short term contract basis for the following position.

### 1. SBCC Coordinator

<b>Name of the Position</b>	<b>UNICEF CRU-SBCC Coordinator (Training &amp; Knowledge Management)</b>
<b>Salary</b>	Rs.80,000/- per month
<b>Reports to</b>	Head – Communication Resource Unit (CRU), NIRDPR
<b>Duration</b>	March 2022 to Oct 2022 (extendable depending upon the decision of the funding organization)
<b>Purpose &amp; Key Responsibilities</b>	
<ul style="list-style-type: none"><li>• Design Key training strategies, training plans using participatory methods, draft a complete communication strategy, outlining clear objectives, target activities, allies, deliverables, and indicators, as well as an implementation plan</li><li>• Prepare a complete implementation plan with timelines, accountability framework and budgets for state, districts, and sub district level.</li><li>• Develop TORs for tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods.</li><li>• Be responsible for sourcing data and information for specific planning needs directly from various databases and surveys.</li><li>• Review monitoring reports analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations.</li><li>• May Develop innovative and creative media content across social media platforms and manage organizations/department's social media presence</li><li>• Prepare Concept notes and proposals for submission to Govt Departments to generate technical support and work assignments.</li><li>• Overall knowledge management of the CRU in all its activities</li></ul>	
<b>Qualifications, Skills &amp; Experience</b>	
<p style="text-align: center;"><b>Essential</b></p> <ul style="list-style-type: none"><li>• Master's degree in social sciences /management / communications/Pure sciences/ Humanities.</li><li>• Excellent training / facilitation/knowledge management skills is a must</li><li>• 5 years of progressive experience in handling multi-stakeholder, state, or national level development projects in a multi-disciplinary team.</li><li>• Less than 55 years of age</li></ul> <p style="text-align: center;"><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Good communication, writing and drafting skills required in English</li><li>• Experience in Behavioral knowledge and communication strategies.</li><li>• Computer literacy and ability to work efficiently in MS Office</li><li>• Previous experience in working with international organisations</li></ul>	

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**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.
- Number and duration of the position indicated in the advertisement may vary, depending upon the requirement
- Candidates may regularly visit the website for further information/updates if any.

The **last date for submitting applications online is 26.02.2022**. 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**