



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
(An Organisation of the Ministry of Rural Development, Govt. of India)  
Rajendranagar, Hyderabad – 500 030.

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No. NIRDPR/CPRDP&SSD/MoPR-RGSA-ModelGPClusters/2020-22/02

National Institute of Rural Development & Panchayati Raj (NIRD&PR), Hyderabad, an autonomous national Institution under the Ministry of Rural Development, Govt. of India, is implementing a national level project namely – ‘**Creating Clusters of Model Gram Panchayats to Achieve Holistic & Sustainable Development through Institutional Strengthening of GPs and Enablement of Quality GPDP across India**’ over next 2 years. For this, NIRD&PR invites online applications from eligible candidates for contractual engagement of **10 State Programme Coordinators, 250 Young Fellows and 250 Cluster Level Resource Persons** to work in the identified 250 clusters across all States and UTs (List enclosed as Annexure). Tenure of Engagement of all the posts is one year for the present. It may be extended on satisfactory performance of the incumbents, subject to continuation of the Project and discretion of authorities.

The number of positions to be engaged, post-wise and category-wise, are as follows.

S. No.	Name of the Post	Total No. of Posts	No. of posts Reserved for SC (15%)	No. of posts Reserved for ST (7.5%)	No. of posts Reserved for OBC (27%)	No. of posts Unreserved
1.	State Programme Coordinator	10	01	01	03	05
2.	Young Fellow	250	38	19	68	125
3.	Cluster Level Resource Person	250	38	19	68	125

Last date for receipt of online applications: **29.12.2020**

The requirements as regards job description, required competencies, consolidated contractual remuneration for the positions of State Programme Coordinators, Young Fellows and Cluster Level Resource Persons are detailed below.

**1) Position: State Programme Coordinator (No. of posts- 10)**

**(A) Job Profile**

1. To coordinate and monitor activities under the Project for Creating Model GP Clusters for enabling selected GPs on Cluster basis to achieve Sustainable Development through GPDP (@1 per 3-4 States/UTs).



2. To lead the team of trainers for training of Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the Clusters of GPs in the States to be assigned on institutional capacity issues, improving governance and participatory planning and also to demonstrate to them application of participatory tools and techniques in the field for quality GPDP.
3. To plan and implement IEC Plan to enhance participation of people in preparation, implementation and monitoring of GPDP in collaboration with the SIRD&PR/ Nodal Institution of the State for GPDP, NGOs/CBOs/SHGs and communities.
4. To guide the GPs under the Clusters in organizing effective Gram Sabhas, Ward Sabhas, community mobilisation through no-cost voluntary actions, collection of Primary and Secondary data, situation analysis and preparation of Development Status Report by each of the GPs under the Clusters.
5. To guide the GPs in application of e-GramSwaraj portal of the Ministry of Panchayati Raj, Government of India.
6. To guide the GPs in prioritisation and selection of activities based on needs expressed by villagers in Gram Sabhas and in preparation of draft GPDP & Budget.
7. To coordinate with State Panchayati Raj Departments of the State Governments, SIRD&PRs/Nodal Institutions for GPDP, ETC/PTC/DTC/PTRC/DPRCs, District and Block administration, partner organisations and Panchayat bodies in the assigned States and obtain their support in effective implementation of the Project.
8. To guide and coordinate with Beacon Panchayat Leaders, Young Fellows and Cluster Level Resource Persons to be working under the Project.
9. To guide the GPs in adding exemplary values related to intense ownership and participation of communities in planning and implementation process, focusing on human development, social development, ecological development, SDG compliance, transparency, accountability etc.
10. To travel extensively in geographically separated remote Clusters and supervise project related activities to ensure sustained progress and ensure quality of outputs.
11. To monitor the progress and assess the quality of activities and to intervene in solving even unforeseen problems and removing bottlenecks in implementation of the Project.
12. To prepare and submit progress report to the major stakeholders in the State(s) and to the NIRD&PR.
13. To discharge such other responsibilities as may be assigned from time to time by the Project authorities for successful implementation of the Project.

#### **(B) Eligibility Criteria**

1. Post Graduate Degree in Social Science including Economics/Rural Development/Rural Management/Political Science/Sociology/ Anthropology / Social Work/Development Studies / History and similar disciplines from any recognized university.
2. **Minimum academic standards:** 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in



any discipline; 50% marks at Graduation level in any of the above-mentioned disciplines; and 50% marks at Post Graduation level in any of the above-mentioned disciplines.

3. **Age:** 30-50 years as on 01/11/2020. Relaxation in the upper Age Limit: by 5 years for SC & ST candidates and by 3 years for OBC candidates.
4. **Reservation of Posts:** 15% for SC, 7.5% for ST and 27% for OBC Candidates, as per the Order No.36036/3/2018-Estt (Res.) dated 15 May, 2018 and Model Roster for Reservation of the Department of Personnel & Training, Government of India.
5. Sound knowledge about structure, functions, roles and responsibilities of Gram Panchayats (GP).
6. Agreeableness to work in any State/UT and reside on their own arrangement, if engaged.
7. Proficiency in Capacity Building & Participatory Training, Participatory Planning, mentoring and monitoring.
8. Five years' first-hand experience of having worked on Capacity Building & Training, improving governance and participatory planning in respect of GPs.
9. Prior experience and managerial skills to lead, mentor and support teams of Young Fellows, Cluster Level Resource Persons and other stakeholders.
10. Proficiency in writing and speaking English and Hindi.
11. Experience and keenness to undertake extensive travels in remote areas.
12. Appropriate attitude to mix, develop rapport and work with Elected Representatives (ER) and functionaries of Gram Panchayats (GP) and rural communities in remote rural areas and strong commitment to work on mission mode for Sustainable Development.
13. Keenness to undergo thorough induction level training to be organised by the NIRD&PR and pass the standards to be set for eligibility for final deployment.
14. Soft skills including proficiency in MS Office (at least Word, Excel & PowerPoint) and capacity for online training and reporting.
15. Capacity to work for prolonged hours.

**(C) Consolidated Contractual Remuneration:** Rs.55,000/- (Rupees fifty-five thousand) only per month plus travel and subsistence on tour as per norms of the NIRD&PR.

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## **2) Position: Young Fellow (No of posts – 250)**

### **(A) Job Profile**

1. To provide Handholding Support to the Elected Representatives, functionaries of GPs, members of Gram Panchayat Planning Facilitation Teams (GPPFT) / Ward Planning Facilitation Teams (WPFT) / other stakeholders under one or more Clusters of GPs in overall institutional strengthening of the GPs, improving governance and Participatory Planning including application of participatory tools and techniques in the field.



2. To provide Handholding Support to the GPs under the Cluster(s) in planning and execution of IEC Plans to ensure participation of people in preparation, implementation and monitoring of GPDP in close collaboration with identified NGOs/SHGs/CBOs/line department functionaries and communities.
3. To provide Handholding Support to the GPs under the Cluster(s) in organizing community mobilisation through voluntary actions, effective Gram Sabhas & Ward Sabhas, collection of Primary and Secondary data including GIS-based data, situation analysis and preparation of Development Status Report by each GP under the Cluster.
4. To coordinate with block administration, line department offices pertaining to the Cluster(s) of GPs and obtain their support in effective implementation of the planned activities under the Project.
5. To provide Handholding Support to the GPs in adding exemplary values to GPDP with focus on human development, social development, ecological development, SDG compliance, transparency, accountability etc.
6. To provide Handholding Support to the GPs in application of eGramSwaraj portal.
7. To provide Handholding Support to the GPs in preparation of draft GP Development Plan & Budget in collaboration with Beacon Panchayat Leaders and identified NGOs / SHGs / CBOs / line department functionaries.
8. To travel extensively in geographically remote GPs under the assigned Cluster(s) and monitor progress of the Project related activities to ensure sustained progress and quality of outputs and outcomes.
9. To prepare and submit progress report to the State Programme Coordinator and all others concerned as per requirement of the Project.
10. To discharge such other responsibilities as may be assigned from time to time by authorities for successful implementation of the Project.

#### **(B) Eligibility Criteria**

1. Post Graduate Degree / 2 years' Post Graduate Diploma in Social Science including Economics/Rural Development/Rural Management/Political Science/Sociology/ Anthropology / Social Work/Development Studies / History and similar disciplines from any recognized university.
2. **Minimum academic standards:** 60% marks in Secondary (Class X) or equivalent examination; 50% marks in Higher Secondary (Class XII) or equivalent examination in any discipline; 50% marks at Graduation level in any of the above-mentioned disciplines; and 50% marks at Post Graduation level in any of the above-mentioned disciplines.
3. **Age:** 21-30 years as on 01/11/2020. Relaxation in the upper Age Limit: by 5 years for SC & ST candidates and by 3 years for OBC candidates.
4. **Reservation of Posts:** 15% for SC, 7.5% for ST and 27% for OBC Candidates, as per the Order No.36036/3/2018-Estt (Res.) dated 15 May, 2018 and Model Roster for Reservation of the Department of Personnel & Training, Government of India.
5. Agreeableness to reside at the allotted Clusters on their own arrangement, if engaged.



6. Proficiency in writing and speaking English and Hindi.
7. Proficiency in reading, writing and speaking the local language, preferably for working in their own States/UTs.
8. Appropriate attitude to mix, develop rapport and work with Elected Representatives (ER) and functionaries of GPs and rural communities in remote rural areas and strong commitment to work on mission mode for Sustainable Development.
9. Keeness to undergo thorough induction level training to be organised by the NIRD&PR and pass the standards to be set for eligibility for final deployment.
10. Knack for Capability Building & Training through demonstration and Handholding Support to ERs and functionaries of GPs and rural communities.
11. Soft skills including proficiency in MS Office (at least Word, Excel & PowerPoint) and capacity for online training and reporting.
12. Uncompromising consent and keeness to reside and remain immersed in a remote rural Cluster and to undertake extensive travel within the allotted Cluster of GPs by own means.
13. Capacity to work for prolonged hours.
14. Prior experience in the given field of work will be given preference.

**(C) Consolidated Contractual Remuneration:** Rs.35,000/- (Rupees thirty-five thousand) only per month, for working for 25 full days every month and for meeting the cost of travel within the Cluster of posting; Travel and subsistence on official tour outside the Cluster will be paid as per norms of the NIRD&PR.

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### **3) Position: Cluster Level Resource Person (No of posts- 250)**

#### **(A) Job Profile**

1. To facilitate intense community mobilisation at Neighbourhood and Ward levels to enhance people's active participation in the functioning of GPs and GPDP.
2. To provide support to GPPFTs and WPFTs in collection of Primary Data e.g. through Household Data, Sector-based Community Data, conduct of PRA/PLA etc.
3. To provide support to the GPs under the Cluster(s) in organising Gram Sabha, Ward Sabha, Mahila Sabha, neighbourhood level meetings etc.
4. To facilitate organic 'connect' between the GPs and the communities.
5. To assist the Young Fellow in her/his functions, particularly at community level.
6. To provide Handholding Support to the GPs under the Cluster(s) in planning and execution of IEC Plans to ensure participation of people in preparation, implementation and monitoring of GPDP in close collaboration with identified NGOs/SHGs/CBOs/line department functionaries and communities.
7. To provide Handholding Support to communities in mobilising no-cost voluntary actions e.g. cleanliness drive, development of kitchen garden at every house on 100% saturation basis, water and soil conservation, raising of nursery etc.



8. To discharge such other responsibilities as may be assigned from time to time by authorities for successful implementation of the Project.

**(B) Eligibility Criteria**

1. Class XII pass from any recognized Board of Education.
2. Five years' experience of working for promotion of SHGs or as Group Leader of SHG or Village Organisation or Cluster Level Federations or Community Resource Person under SRLM or Certified Master Resource Persons of NIRDPR or Certified Master Trainers of NRLM/SRLM.
3. **Age:** 25-40 years as on 01/11/2020. Relaxation in the upper Age Limit: by 5 years for SC & ST candidates and by 3 years for OBC candidates.
4. **Reservation of Posts:** 15% for SC, 7.5% for ST and 27% for OBC Candidates, as per the Order No.36036/3/2018-Estt (Res.) dated 15 May, 2018 and Model Roster for Reservation of the Department of Personnel & Training, Government of India.
5. Agreeableness to reside at the allotted Clusters on their own arrangement, if engaged.
6. Skill in reading English plus reading, writing and speaking the local language.
7. Appropriate attitude to mix, develop rapport and work with Elected Representatives (ER) and functionaries of GPs and rural communities in remote rural areas and strong commitment to work on mission mode for Sustainable Development.
8. Keeness to undergo thorough induction level training to be organised by the NIRD&PR and pass the standards to be set for eligibility for final deployment.
9. Knack for Capability Building & Training through demonstration and Handholding Support to ERs and functionaries of GPs, SHGs and rural communities.
10. Uncompromising consent and keeness to reside and remain immersed in a remote Cluster, preferably in her/his own district, and undertake extensive travel within the allotted Cluster(s) of GPs by own means.
11. Capacity to work for prolonged hours.

**(C) Consolidated Contractual Remuneration:** Rs.12,500/- (Rupees twelve thousand and five hundred) only per month for working for 25 full days every month and for meeting the cost of travel inside the Cluster of posting; Travel and subsistence on official tour outside the district/cluster will be paid as per norms of the NIRD&PR.

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**Annexure**

**List of 250 Clusters selected for the Model GP Clusters Project  
(State/UT & District wise)**

Sl. No.	State	District	No. of Clusters
1	Andaman & Nicobar Islands	North and Middle	2
2		South	
3	Arunachal Pradesh	East Kameng	10
4		Namsai	
5		Lower Siang	
6		Lower Dibang Valley	
7		East Siang	
8		Tirap	
9		West Siang	
10		Siang	
11		Kra Daadi	
12		Tawang	
13	Assam	Bongaigaon	19
14		Cachar	
15		Chirang	
16		Darrang	
17		Dibrugarh	
18		Jorhat	
19		Morigaon	
20		Nalbari	
21		Sonitpur	
22		Hojai	
23		Nagaon	
24		West Karbi Anglong	
25		Baksa	
26		Hailakandi	
27		Udalguri	
28		Barpeta	
29		Dhubri	
30		Karbi Anglong	
31		Sivsagar	
32	Bihar	Jamui	5



33		Nawada	
34		Banka	
35		Muzaffarpur	
36		Gaya	
37	Chhattisgarh	Kanker (Uttar Bastar)	16
38		Bijapur	
39		Narayanpur	
40		Sukma	
41		Korba	
42		Dhamtari	
43		Pendra Gaurella Marwahi	
44		Korea	
45		Jashpur	
46		Balrampur	
47		Surajpur	
48		Balod	
49		Durg	
50		Raigarh	
51		Gariaband	
52		Bilaspur	
53	Dadra and Nagar Haveli and Daman and Diu	Dadra & Nagar Haveli	3
54		Daman	
55		Diu	
56	GOA	North Goa	2
57		South Goa	
58	Gujarat	Dohad	11
59		Narmada	
60		Dang	
61		Tapi	
62		Surat	
63		Bharuch	
64		Panchmahal	
65		Navsari	
66		Sabarkantha	
67		Vadodara	
68		Valsad	
69	Haryana	Nuh	1
70	Himachal Pradesh	Chamba	13
71		Hamirpur	
72		Kangra	
73		Kinnaur	



74		Kullu	
75		Lahul And Spiti	
76	Jammu And Kashmir	Anantnag	10
77		Badagam	
78		Doda	
79		Jammu	
80		Pulwama	
81		Reasi	
82		Samba	
83		Udhampur	
84		Kupwara	
85		Baramulla	
86	Jharkhand	Saraikela-Kharsawan	7
87		Jamtara	
88		Sahibganj	
89		Garhwa	
90		Godda	
91	Karnataka	Raichur	2
92		Yadgir	
93	Kerala	Wayanad	1
94	Ladakh	Leh	2
95		Kargil	
96	Madhya Pradesh	Singrauli	22
97		Damoh	
98		Khandwa (East Nimar)	
99		Vidisha	
100		Alirajpur	
101		Jhabua	
102		Dindori	
103		Barwani	
104		Dhar	
105		Khargone (West Nimar)	
106		Ratlam	
107		Betul	
108		Seoni	
109		Balaghat	
110		Hoshangabad	
111		Shahdol	
112		Umaria	
113		Sheopur	
114		Burhanpur	
115		Chindwara	

116		Sidhi	
117		Anoopur	
118	Maharashtra	Gadchiroli	11
119		Thane	
120		Nasik	
121		Dhule	
122		Ahmednagar	
123		Pune	
124		Nanded	
125		Jalgaon	
126		Amravati	
127		Kolhapur	
128		Chandrapur	
129	Manipur	Senapati	13
130		Tamenglong	
131		Pherzwal	
132		Churachandpur	
133		Tengnoupal	
134		Chandel	
135		Ukhrul	
136		Kamjong	
137		Bishnupur	
138		Imphal East	
139		Jiribam	
140		Thoubal	
141	Meghalaya	East Khasi Hills	8
142		North Garo Hills	
143		Ribhoi	
144		South Garo Hills	
145		West Khasi Hills	
146		West Jaintia Hills	
147		West Garo Hills	
148		Ri Bhoi	
149	Mizoram	Aizawl	9
150		Kolasib	
151		Lunglei	
152		Mamit	
153		Serchhip	
154		Saiha	
155		Khawzawl	
156		Saitual	
157		Champhai	



158	Nagaland	Dimapur	9
159		Kiphire	
160		Kohima	
161		Mokokchung	
162		Mon	
163		Wokha	
164		Tuensang	
165		Zunheboto	
166		Odisha	
167	Baleswar		
168	Ganjam		
169	Gajapati		
170	Kalahandi		
171	Kandhamal		
172	Keonjhar		
173	Mayurbhanj		
174	Malkangiri		
175	Nabarangpur		
176	Nuapada		
177	Rayagada		
178	Sambalpur		
179	Sundargarh		
180	Puducherry	Karaikal	2
181		Pondicherry	
182	Rajasthan	Jaisalmer	6
183		Dholpur	
184		Karouli	
185		Banswara	
186		Dungarpur	
187		Sirohi	
188	Sikkim	East District – Ranka Block	5
189		South District- Namchi Block	
190		West District- Dentam Block	
191		North District – Kabi Block	
192	Tamil Nadu	Virudhnagar	2
193		Ramanathapuram	
194	Telangana	Khammam	5
195		Mahabubnagar	
196		Warangal (Rural)	
197		Kumrambheem (Asifabad)	
198		Jayashankar (Bhupalpalli)	
199	Tripura	Dhalai	9
200		Gomati	



201		Khowai	
202		North Tripura	
203		Sepahijala	
204		South Tripura	
205		Unakoti	
206		West Tripura	
207	Uttar Pradesh	Sonbhadra	9
208		Bahraich	
209		Balrampur	
210		Shravasti	
211		Chitrakoot	
212		Fatehpur	
213		Gorakhpur	
214		Banaras	
215		Chandauli	
216	Uttarakhand	Nainital	13
217		Rudra Prayag	
218		Champawat	
219		Theri Garhwal	
220		Bageshwar	
221		Haridwar	
222		Pithoragarh	
223		Chamoli	
224		Almora	
225		Uttar Kashi	
226		Pauri Garhwal	
227		Udam Singh Nagar	
228		Dehradun	
229	West Bengal	Dakshin Dinajpur	6
230		Jalpaiguri	
231		Paschim Medinipur	
232		Purba Medinipu	
233		Murshidabad	
234		Puruliya	
	<b>Total</b>	<b>234</b>	<b>250</b>