



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

WALK IN INTERVIEW ON 10.12.2025

Advt. no. 36/2025

File no. CGARD/APIB/TehriGarwal/2017-18/01

E-file Comp no.4806

NIRDPR is a premier Institute providing training, research and consultancy activities in the field of Rural Development. Centre for Geo-Informatics Applications in Rural Development (CGARD) of NIRDPR is looking forward to engaging the services of **Data Entry Assistant** for **APIB-Tehri-Gharwal Project**. The recruitment will be purely on a contract basis and co-terminus with the project tenure.

Educational qualifications, experience and remuneration are indicated in the table below:

I. Data Entry Assistant:

1.	Designation	Data Entry Assistant
2.	Mode of Recruitment	Purely on Contract Basis
3.	No. of Positions	03
4.	Period of Contract	6 months
5.	Essential Qualification	Intermediate Pass (Experience in data entry preferred)
6.	Age Limit	Below 30 years
7.	Remuneration	Rs.15,000/- PM Consolidated

General Conditions:

- This assignment is purely on contract basis and does not envisage any kind of regular appointment in NIRDPR in future.
- The Institute may hold the right to cancel the recruitment process due to lack of eligible applicants/administrative reasons.
- The candidate should produce the experience certificate in the proper format during verification. 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.

- iv. Age, experience and qualification will be reckoned as on the date of this notification.
- v. Canvassing in any form will be treated as a disqualification.
- vi. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
- vii. The Institute reserves the right to relax any of the requirements, i.e. age, experience, etc., in exceptional cases.
- viii. The candidates are supposed to bring their pass port size photo along with a copy of their resume, one copy of educational and experience certificates for submission.
- ix. The candidates are also requested to bring their original educational and experience certificates for verification at the time of interview.
- x. The Walk-in Interview will be held on **10.12.2025** and the candidates are supposed to report by 09:30 am at NIRDPR Vikas Auditorium, Rajendranagar, Hyderabad-500030. Certificate verification will be completed by 11.30 am. Interview shall be conducted on the same day.

Sd/-
Assistant Director
Administration (Section –I)