



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

WALK IN INTERVIEW ON 20.07.2026

Advt. no. 09/2026

File no. NIRD&PR/CPGS&DE/PO.staffext.(Partfile)

E-file Comp no. 16902

NIRDPR is a premier Institute providing training, research and consultancy activities in the field of Rural Development. NIRDPR is looking forward to engaging the services of **Project Assistant (Examination and Admission)** for its Centre for Post Graduate Studies and Distance Education (CPGS&DE) on contract basis and co-terminus with the project tenure. Initially for the period of One Year (likely to be extendable based on performance and requirement)

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

Project Assistant (Examination and Admission):

1.	Designation	Project Assistant (Examination and Admission)
2.	Mode of recruitment	Purely on Contract Basis
3.	No. of positions	01
4.	Period of contract	One year (extendable based on performance and requirement)
5.	Eligibility criteria	• Master's Degree in any discipline with a minimum 60% marks • 1 year of experience in Examination / Admission / Academic administration; proficiency in handling student data in MS-Excel and in result processing in a government or private institution. Compilation of students' data, etc.
7.	Desirable qualifications & experience:	• Excellent English communication skills; proficiency in MS-Excel and data handling; knowledge of Learning Management System (LMS) and Online Meeting Tools (Google Meet, Zoom, etc.).
8.	Job description	• Assist in examination planning, conduct, evaluation, and result processing. • Ensure timely processing and declaration of examination results. • Manage and administer the Learning Management System (LMS). • Maintain result databases for both regular and distance education programmes. • Handle the generation and verification of academic certificates. • Maintain examination records and documentation. • Assist in admission-related activities. • Handle telephonic communication with students before and after admission. • Perform academic and administrative tasks as assigned by the

		Professor & Head. • Coordinating the online classes for Distance Education and Regular students
9.	Age limit	Maximum 40 years
10.	Remuneration	Rs.35,000/- PM Consolidated

General Conditions:

1. This assignment is purely on contract basis and does not envisage any kind of regular appointment in NIRDPR in future.
2. The Institute may hold the right to cancel the recruitment process due to lack of eligible applicants/administrative reasons.
3. 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.
4. Age, experience and qualification will be reckoned as on the date of this notification.
5. Canvassing in any form will be treated as a disqualification.
6. No TA/DA will be paid for attending the interview.
7. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
8. The Institute reserves the right to relax any of the requirements, i.e. age, experience, etc., in exceptional cases.
9. The candidates are supposed to bring their passport size photo along with a copy of their resume, one copy of educational (and other credentials, if any) for submission.
10. The candidates are also requested to bring their original mark statements up to semesters completed and a letter of recommendation from mentor / guide concerned at your institute for verification at the time of interview.
11. The Walk-in Interview will be held on **20.07.2026** and the candidates are supposed to report by 09:30am at NIRDPR Vikas Auditorium, Rajendranagar, Hyderabad-500030. Candidates are required to report by **09:30 AM**, and registration will close at **10:30 AM**. The Written Test/skill test and Interview will be conducted on the same day. Depending on the number of candidates reporting, the Institute reserves the right to conduct or dispense with the Written Test.

Sd/-
Assistant Director
Administration (Section-I)