



# राष्ट्रीय ग्रामीण विकास एवं पंचायती राज संस्थान

(ग्रामीण विकास मंत्रालय, भारत सरकार)  
राजेन्द्रनगर, हैदराबाद - 500 030 (भारत)

## NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

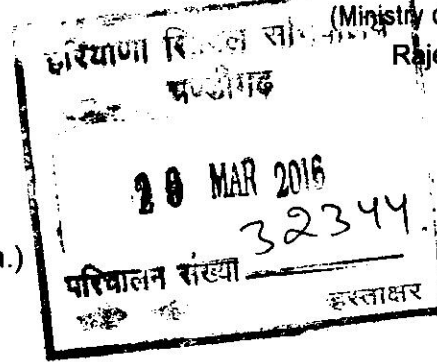
(Ministry of Rural Development, Government of India)

Rajendranagar, Hyderabad - 500 030 (India)

**Speed Post**

Chanda Pandit, IA&AS  
Financial Advisor i/c and  
Registrar & Director (Admn.)

No. Admn.A/A5/2015/3  
March 18, 2016



To  
The Chief Secretary  
Government of Punjab  
Mini Secretariat  
CHANDIGARH - 160 017

Sub : Filling up the post of Registrar & Director (Admn.), NIRD&PR  
on deputation -reg.

Ref : This Office letters of even No. dt.8.6.2015 & 7.10.2015

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A kind reference is invited to this office letters of even No. dt.8.6.2015 and 7.10.2015 cited above requesting for forwarding of names of interested officials for the post of Registrar & Director (Admn.) in NIRDPR.

2. The Institute intends to do the recruitment for the post of Registrar & Director (Admn.) from among the IAS Officers with atleast 14 years of service, who have held previous assignments in rural development such as Chief Executive Officer, ZP/District Development Officer/ Project Director, DRDA; Collector and District Magistrate, etc., Officers drawing pay in the Selection Grade of the IAS will be eligible. Marginal relaxation to the eligible conditions may be made in case of deserving candidates.

3. Broadly, the duties and responsibilities attached to the post of Registrar & Director (Admn.) in the Institute are given below :

a) The Registrar & Director (Admn.) is in-charge of the Administration Branch of the Institute and responsible for general administration and assistance to the Director General in dealing with administrative matters/ administrative arrangements for seminars, conferences, training programmes, study tour, etc.;

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: 2 :

- b) He shall assist the Director General in matters pertaining to the Executive Council, General Council and other Standing Committees;
- c) He is responsible for the maintenance and deployment of the Institute's vehicles, procurement of stores, etc.;
- d) He is Controlling Officer and Disciplinary Authority for certain categories of staff.
- e) He is also Warden of the Guest Houses in the Institute.
- f) He is the Welfare Officer of the Campus.
- g) He is declared a Faculty Member in terms of DoPT OM No. 12017/2/86-Trg., dt. 31.3.1987. He is required to take part in the academic activities of the Institute. He is entitled to 30% of basic pay as training allowance.

3. I shall be grateful for your circulating this letter to the IAS Officers of your State and forwarding the bio-data of interested officials along with copies of last five years APARs, for further action. Names of only such officials who are clear from the vigilance angle may kindly be forwarded on or before **04.04.2016**.

Yours faithfully,

  
Registrar & Director (Admn.)