

State Institute of Rural Development
E.T.C. P.O., Kottarakara 691 531, Kollam District, Kerala

Date: 28.04.2014

Notification

State Institute of Rural Development, Kottarakara has to set up a Programme Management Unit as part of Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA), Ministry of Panchayati Raj, Government of India. Applications are invited for the two posts of Specialist in Capacity Building and one post of Clerical Assistant cum Accountant on contract basis for a period of one year.

- v **Specialist in Capacity Building (Sociology/Social Works) - one post**
- v **Specialist in Capacity Building (Political Science/Women Studies/Rural Management) - one post**

1. Qualifications

A. Essential Qualification

The essential qualification for the above two posts is first class Post Graduate Degree in concerned discipline from a recognised university.

B. Desired Qualification

The candidate should have a minimum of two years of training and research experience in the area of Local governance. He/She should have good knowledge of the planning processes in local governments. Ph.D in relevant subject is desirable.

2. Required competencies, Skills and Experience

The major task of Specialists in Capacity Building is to design and implement capacity building programmes to PRI functionaries and elected representatives on various aspects of local governance. He/She should have to design and implement programmes so as to empower the PRIs to carry out their responsibilities

The Specialists should have the following competency:

- Competent to design and implement Capacity Building Programmes for PRIs - elected representatives and officials.
- Good knowledge in various development sectors of local governments, specifically on the concerned sector.

- Good Training skills.
 - Demonstrated capacity for training administration.
 - Ability to work in a team.
 - Good interpersonal and communications skills.
 - Good reporting skills in English & Malayalam.
 - Good research and computer skills.
3. Age limit - below 45 Years.
 4. Method of Appointment – Contract
 5. Duration of Contract – One year
 6. Commencement of work – Immediately upon signing of contract
 7. Pay and Emoluments – Rs. 50,000 Per Month (Consolidated)

v **Clerical Assistant cum Accountant**

Number of Posts : 1

1. **Essential Qualification**

B.Com degree awarded by a recognized University or equivalent qualification.

2. **Required competencies, Skills and Experience**

- Good knowledge in Clerical work
 - Good knowledge in Computer
 - Knowledge in Financial Management Softwares
3. Age limit - below 35 Years.
 4. Method of Appointment – Contract
 5. Duration of Contract – One year
 6. Commencement of work – Immediately upon signing of contract
 7. Pay and Emoluments – Rs. 17,000 Per Month (Consolidated)

How to Apply

Application along with detailed curriculum vitae may be sent by Registered Post to Director, State Institute of Rural Development (SIRD), E.T.C. P.O. Kottarakara along with self attested copies of all supporting documents / testimonials before **3.00 P.M on 15th May 2014**. Superscribe Application for the post of “Specialist in Capacity Building /Clerical Assistant cum Accountant” under RGPSA Scheme on the envelope. Short listed candidates only will be invited for test / interview.

(Sd/-)

Director, SIRD

State Institute of Rural Development

(An Autonomous Institution of the Rural Development Dept., Govt. of Kerala)

E.T.C. (P.O.) Kottarakara - 691 531 Kollam Kerala

Tel: 0474-2454618,768,169

E-Mail : sirdkerala@gmail.com.

SIRD invites application for the following posts under RGPSA on contract basis for a period of one year

Name of Post	Emoluments paid (Rs./ pm) (Consolidated)	Qualification & Age
Specialist in Capacity Building (Sociology/Social Works) – 1 Post	50,000	First class Post Graduate Degree in the concerned discipline. Below 45 Years
Specialist in Capacity Building(Political Science/ Women Studies/ Rural Management) – 1 Post		
Clerical Assistant cum Accountant – 1 Post	17,000	B.Com. Degree from a recognized university with proficiency in computer knowledge Below 35 Years

Last date of receipt of Application - 15/05/2014

For further details visit : www.sird.kerala.gov.in

Director