

Government of Karnataka
**Abdul Nazir Sab State Institute of Rural Development
(ANSSIRD)**

Lalith Mahal Road, Mysore – 570011
(Tel. No. 0821-2522906, 2522907 and 2522908)

No.SIRD:EST:CR:31/2013-14

Date:22-12-2014

NOTIFICATION

Applications are invited from Eligible candidates for appointment at Abdul Nazir Sab State Institute of Rural Development (ANSSIRD), Mysore, Regional Centre at Dharwad and for the following positions.

Sl. No.	Name of the Post	No. of Posts
ANSSIRD, Mysore		
1	Core Faculty (Land and Water Resources)	1
2	Core Faculty (Decentralisation)	1
Regional Centre, Dharwad		
3	Administration and Accounts Officer	1
4	Office Assistant - cum - Typist	2

Qualifications and the required experience for the above positions are available in the Institute Website – www.sirdmysore.gov.in. Candidates possessing the required qualifications should send the application in prescribed format by Registered Post Acknowledgement Due (RPAD) and relevant documents to the Director, Abdul Nazir Sab State Institute of Rural Development, Lalith Mahal Road, Mysore, during office hours on or before **5 p.m on 16-01-2015**. No personal or hand delivery of applications will be accepted. Such applications not sent by RPAD will be rejected summarily. Soft copy of the applications should be mailed to anssird@rediffmail.com and sirdmysore@gmail.com. Shortlisted candidates should attend the interview at their own expense on 23-01-2015.

Director General
ATI, Mysore

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EXPRESSION OF INTEREST FOR FACULTY AND ADMINISTRATIVE POSTS

Abdul Nazir Sab State Institute of Rural Development, Mysore, desires to fill Faculty and Administrative Positions on Consultancy / Outsourcing basis at ANSSIRD, Mysore, and Regional Centre at Dharwad. The area / discipline, No of Posts / Positions, duration of the assignment, educational qualifications and experience are as follows:-

Sl. No.	Name of the Post	No. of Posts	Qualification and Experience
01.	Core Faculty (Land and Water Resources), ANSSIRD, Mysore	01	<ul style="list-style-type: none">➤ Post Graduation in the field of Economics/Agronomics/Rural Development with first class or second class➤ Minimum of 2 years experience in teaching / training / research and with relevant publications in the area of Agriculture and Watershed issues.➤ Desirable Ph. D in the above mentioned subjects.➤ Candidates should have knowledge of communicating both in Kannada and English.
02	Core Faculty (Decentralisation) ANSSIRD, Mysore	01	<ul style="list-style-type: none">➤ Post Graduation in the field of Rural Development/ Political Science/ Public Administration with first class or second class➤ Minimum of 2 years experience in teaching / training / research and with relevant publications in the area of Decentralization issues.➤ Desirable Ph. D in the above mentioned subjects.➤ Candidates should have knowledge of communicating both

Sl. No.	Name of the Post	No. of Posts	Qualification and Experience
			<p>in Kannada and English.</p> <ul style="list-style-type: none"> ➤ Retired Officials of Rural Development and Panchayat Raj Department or Planning Department are encouraged to apply and should be below the age of 65 years ➤ Retired officials shall be eligible for relaxation in qualification and experience.
03	Office Assistant - cum - Typist Regional Centre, Dharwad	02	<ul style="list-style-type: none"> ➤ Degree from a recognized University with adequate computer knowledge. Preference will be given to candidates having minimum 3 years of administrative experience with Computer /Typing skills both in Kannada and English ➤ Preference will be given to candidates with experience in Tally software
04	Administration and Accounts Officer, Regional Centre, Dharwad	01	<ul style="list-style-type: none"> ➤ Degree in Commerce from a recognized University with adequate computer knowledge. Preference will be given to candidates having minimum 5 years of administrative experience with Computer /Typing skills both in Kannada and English. ➤ Preference will be given to candidates with experience in Tally software

- For Core Faculty positions filled up on Consultancy basis - Consolidated salary of Rs. 40,000/- per month with an annual hike of 5 per cent.
- Administration and Accounts Officer will be filled up on Consultancy basis – Consolidated salary of Rs. 25000/- per month
- Office Assistant - cum - Typist will be filled up on Consultancy basis on a consolidated salary of Rs 15000/- per month.
- All the appointments will be initially for a period of One year and extendable by a further period of Two years by mutual agreement.
- The candidates shall produce a certificate for having studied in Kannada medium or must have passed 10th Standard with Kannada as one of the subjects.

SCOPE OF WORK

For All Faculty Positions:

1. Handle Training Sessions; prepare training modules, reading materials, workbooks, case studies and best practices related to relevant training programmes.
2. Conduct training courses, Seminars and Workshops
3. Prepare course reports, consolidated reports pertaining to training programmes.
4. Conduct impact assessment studies.
5. Work in collaboration with line departments on policy analysis and policy initiatives
6. Any other works entrusted from time to time by the Director General, ATI and Director, ANSSIRD, Mysore

Administration and Accounts Officer

- Responsible for Guidance and day to day handling of all administration and Accounts duties
- Shall be responsible for the handling of all accounts received for various training and research programmes of the centre
- Shall be responsible for supervision and monitoring of all subordinate staff in the administration
- Shall be responsible for proper maintenance of all records, accounts and ensure that the Utilisation Certificates are issued within the specified time frame.
- Shall discharge all other responsibilities as assigned by the Deputy Director or other higher authorities

Office Assistant - cum – Typist

- Follow the instructions given by the Course Director and the Course Coordinator.
- Shall be responsible for all documentation work and will be the custodian of all the files and documents relating to the project.
- After completion of the project and its audit with compliance she / he will arrange all files and documents in order. Prepare a list of the same and hand it over to the record room in the presence of Course Coordinator and Course Director.
- Shall help the Course Director / Faculty to prepare the day to day schedule.

- Shall support the Course Director / Course Coordinator in contacting the concerned training manager of the department to gather details.
- Will be responsible for all correspondence regarding the project.
- Timely dispatch of the approved deputation list to concerned departments.
- Shall support to conduct TNA workshop, course design and developing the proposed training materials including workbook and performance aids.
- Shall ensure the arrangements for the Inaugural and valedictory functions.
- Ensure the deputed list of participants before the commencement of training.
- Shall liaison with the hostel authorities for required arrangements.
- Shall manage all the required logistical activities during the training programme.
- Shall handover a copy of training schedule to Training & Administration section in-charge.
- Shall be responsible for the registration of the trainees and prepare the list of participants / relieving orders.
- Shall arrange for photographs during the training programme and handover the same to Faculty / Course Director.
- If the course is sponsored training programme, shall be the Course Assistant / Research Assistant has to inform the Course Director / Course Coordinator about the logistical arrangements and other relevant information.
- At the end of the training, she / he will distribute the feedback format and travel allowance (if required) to the trainees.
- Shall be responsible for ensure the preparedness of certificates to distribute at the end of the training.
- Shall extend the support to gather the appropriate information about the departmental activities and share with the concerned participants.
- Shall be responsible to collect and document the case studies as per the instructions of the course director / course coordinator.
- Shall prepare the post training report as per the directions of course director.
- To assist the administration in the day to day handling of Training programmes / Research programmes / Administration related issues
- To maintain the database of all the activities of the Regional Centres
- To assist the administration in the monitoring and supervision of all the training programmes
- To communicate with the Rural Local Bodies, ANSSIRD and State Government on issues related to Training/Research as per the instructions of the Deputy Director
- Any other subjects as assigned by the Deputy Director or other higher authorities

Selection Committee

- The Selection Committee for all Faculty, Research and Administrative positions will have the following composition:
 - Director General, Administrative Training Institute will be the Chairperson of the Selection Committee.
 - A representation from National Institute of Rural Development, Hyderabad
 - Director (Panchayat Raj).
 - Director, ANSSIRD - Member Secretary

Quorum

At least 3 members shall constitute the quorum.

Criteria for Selection

Short listing for the Faculty positions in the ratio of 1:3 would be based on the Weighted Scores to be assigned as follows:

Percentage of Marks in the Qualifying examination	10 per cent
Higher Qualification – M.Phil – 5 Marks, M.Phil with Ph.D Thesis submitted – 7.5 Marks, Ph.D awarded – 10 Marks	Maximum of 10 Marks
No. of years of experience in the relevant field specifically field work – 5 Marks per year subject to a maximum of 30 marks	30 per cent
Academic Performance – 5 marks each for publication of books / 3 marks each for publication of articles / 2 marks each for conducting research studies or for field experience in the relevant field subject to a maximum of 40 marks	40 per cent
Interview Performance	10 per cent

- Original Ph.D / Master's degree certificate and marks card issued by the University recognised by University Grants Commission shall be produced at the time of interview. Attested copies shall be sent along with application form.
- Field experience at the time of pursuing Ph.D work will not be counted for experience.
- Experience Certificate / relevant Publications for the all the activities shall be submitted by the candidates at the time of interview.

- Such of those candidates shortlisted in the abovementioned ratio will be called for an interview.
- SSLC Marks card indicating Kannada Language as one of the subjects.
- The decision of the Selection committee will be Final

GENERAL TERMS & CONDITIONS

- No other allowance such as DA / HRA etc. would be admissible for appointments on consultancy basis.
- **Age Limit:** The maximum age limit is 65 years as on November 1, 2014.
- **Leave:** Faculty / Administrative Staff shall be eligible for 12 days leave in a calendar year on pro-rata basis. No remuneration shall be drawn in case of his / her absence beyond 12 days in a year calculated on a pro-rata basis.
- No other benefits such as CPF, LTC and Medical Benefits etc. would be admissible for Staff.
- **All appointments are purely temporary and can be terminated at any time without be assigning any reasons.**
- Selected Candidates on Consultancy basis will have to sign an MoU with ANSSIRD on the terms and conditions applicable to them.
- Candidates desirous of expressing their interest for abovementioned positions may submit their applications in the prescribed format, which can be downloaded from the website, latest by **5 p.m. on 16-01-2015**

Important Dates

Issue of Notification	- 24-12-2014
Last date for submitting applications	- 16-01-2015
List of applications received (to be uploaded by ANSSIRD on its website)	- 17-01-2015
List of Eligible and ineligible applicants will be uploaded by ANSSIRD on its website	- 19-01-2015
Last date for objections	- 20-01-2015
Dates of Interview	- 23-01-2015

Application Format for Filling the Faculty and Research Positions at ANSSIRD Mysore on Consultancy basis

Advt. No **Post No**

Post applied for

SECTION – A: GENERAL

1. Name in full (In Block Letters) Dr./Mr./Mrs/Ms.....

2. Date of Birth (in words).....

3. Father’s/Spouse Name.....

4. Mailing Address

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..... Pin Code

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Tel. No (with STD code)..... Mobile..... E-mail ID.....

5. Permanent Address.....

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..... Pin Code

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6. Marital Status..... **7. Nationality**.....

8. State of Domicile

9. Category: SC/ST/OBC/PWD/General.....

10. Present Employer.....

SECTION – B: QUALIFICATIONS & EXPERIENCE

11. EDUCATIONAL QUALIFICATIONS (Starting with highest degree obtained):

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/ award

(Please attach photocopies in support)

12. Whether Ph.D. awarded : Yes No If Yes, indicate the year of award.....

13. Title of Ph.D. thesis awarded.....

14. Whether qualified UGC/CSIR NET/SLET/SET Yes No
 (If yes, indicate the year, and attach a photocopy of NET/SLET/SET certificate).....

15. Details of Employment Experience: (In chronological order starting with the most recent)
 (Attach separate sheet if necessary)

Sl. No.	Name of Employer/Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Basic salary last drawn, pay scale and Grade Pay	Nature of duties
			From	To		

16. Summary of experience/performance

Teaching Experience	From	To	Total	
			Years	Months
i. Teaching				
ii. Research				
iii. Training				
iv. Field Work				

17. List of Publications / Participation and Presentation in Workshops/Seminars/Conferences etc.

a. Books / Monographs / Working papers

b. Contributions to Books

c. Contributions to Journals

d. Contributions to Name of Newspaper / News Letter / Magazine

e. Other Academic and Public Activities (including talks and lectures)

18 Names of Two Referees

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date: _____

Place: _____

(Signature of the Applicant)

20 Forwarding letter from present employer of the applicant.

Forwarded with the remarks that Shri/Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place: _____

Date: _____

Fax: _____

E-mail: _____

Signature of Head of the Institution

Name: _____

Designation: _____

Address: _____

(Rubber Stamp)

FORM B
Application form for the Administrative Posts

Application format for engagement as Consultant for the post of -----

I. PERSONAL DETAILS

1. Name:
2. Father's /Husband's Name:
3. Date of Birth/Date of Retirement / Age:
4. Nationality:
5. Mailing address (with Tel./Mob. No. and E-mail address)
6. Permanent address:

II. QUALIFICATIONS / EXPERIENCE

7. Educational Qualifications:

Sl. No.	Examination/ Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/ award

8. Work Experience:

Sl. No.	Name of Employer/Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Remuneration	Nature of duties
			From	To		

1. Category: SC/ST/OBC/PH:
2. Any other information.....

DECLARATION

Ihereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

I also understand that the position is on purely temporary basis and I will not have any claim for regularization

Place:.....

Signature of the Candidate

Date: