



महात्मा गांधी राष्ट्रीय ग्रामीण शिक्षा परिषद
MAHATMA GANDHI NATIONAL COUNCIL OF RURAL EDUCATION
(Formerly National Council of Rural Institutes)

Department of Higher Education, Ministry of Human Resource Development, GoI
#5-10-174, Shakar Bhavan, Ground Floor, Fateh Maidan Road, Basheerbagh
Hyderabad – 500 004. India, Ph: 040 – 2321 2120, 2342 2105, Fax: 040 – 2321 2114



Advertisement No.1/2020/MGNCRE Dated : 22.02.2020

Applications are invited in the prescribed format for the post of Member Secretary to be filled 100% on Deputation failing which on Direct recruitment, in Level – 13 of the Pay Matrix of 7th CPC plus all Central Government allowances as applicable at Hyderabad in the Mahatma Gandhi National Council of Rural Education, Hyderabad an autonomous organization, Department of Higher Education, MHRD, Government of India.

Eligibility for the posts viz. qualifications, experience, age and scale of pay, etc are as follows:-

1. **Name of the Post : MEMBER SECRETARY (GROUP 'A') – ONE POST**
2. **Mode of Appointment :** Appointment shall be made 100% on Deputation on contract basis failing which by Direct recruitment.
3. **Scale of Pay :** Level – 13 of the Pay Matrix of 7th CPC
4. **Terms & Conditions of deputation :**
 - i. **Period of Deputation :**

The initial period of deputation on contract basis shall be for a period not exceeding three (03) years, extendable by another term of three (03) years or attaining the age of 60 years, whichever is earlier. The terms and conditions of deputation will be governed by the Department of Personnel & Training O.M.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 and Government of India's instructions issued from time to time on the subject.
 - ii. **Age Limit :**

The maximum age limit for appointment on deputation **shall not exceed 56 years** as on the closing date of receipt of application.
 - iii. **Eligibility Criteria:**

Officials of the Central Government, State Governments, PSUs and Educational Institutes.

iv. **Educational Qualification & Experience :**

Post Graduate Degree with a minimum of 10 years of experience in Educational, Administration/Rural Development/Academic Research at a senior level out of which 5 years experience should be in handling administrative and financial matters.

5. **Terms & Conditions of Direct recruitment :**

i. **Age Limit :**

The maximum age limit for appointment on Direct basis **shall not exceed 50 years** as on the closing date of receipt of application. Relaxable for Government Servants, Scheduled Caste and Scheduled Tribe candidates in accordance with the instructions or orders issued by Central Government from time to time.

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India.

ii. **Educational Qualification & Experience :**

Post Graduate Degree with a minimum of 10 years of experience in Educational, Administration/Rural Development/Academic Research at a senior level out of which 5 years experience should be in handling administrative and financial matters

6. **General instructions :**

- i. Candidates will be short-listed for Interview on the basis of the information provided by them in their application. They must ensure that such information is true. If at any subsequent stage or at the time of Interview any information given by them or any claim made by them in their applications is found to be false, their candidature will be liable to be rejected.
- ii. Calling a candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
- iii. The Council reserves the right to restrict the number of candidates for Interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the prescribed in the advertisement and other academic achievements. The Council also reserves the right of rejecting any or all the applications without assigning any reasons therefore.

- iv. Applications will be summarily rejected if all the relevant certificates are not attached with the application.
- v. The Council has a right to decide the mode of screening and testing the applicant for short listing and selection.
- vi. Interim correspondence will not be entertained and replied to.
- vii. Candidates should satisfy themselves, before applying, that they possess the qualifications, knowledge and experience laid down in the advertisement.
- viii. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Council reserves the right to withdraw/cancel/modify any communication made to the candidates.
- ix. The Council reserves the right not to fill up any or all advertised posts, cancel the advertisement in whole or in part without assigning any reason and the decision of the Council in this regard shall be final.
- x. Any legal dispute arising out of the advertisement may be challenged in the high court of Telangana.
- xi. Candidates, who are applying for Deputation basis has to submit their application through proper channel duly attested by the forwarding authority along with latest pay certificate duly signed by the pay drawing authority with details of experience and present status.
- xii. Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
- xiii. 'Years of Experience' wherever prescribed is the minimum years of experience required and candidates with longer years of experience may also apply.
- xiv. 'Experience' means experience related to the area of the post advertised. Screening Committee will determine relevancy of experience and its decision will be final.
- xv. Candidates who are applying for Deputation may ensure that the following documents along with the application may be forwarded by their cadre controlling authorities/Head of departments:-
 - Vigilance Clearance;
 - Integrity Certificate;
 - Major/minor penalty of statement during the last 10 years;
 - No Objection Certificate from the forwarding authority; and

- Photocopies of ACRs/APARs of last five years duly attested by an officer not below the rank of Under Secretary to the Government of India. If, for some reasons, the ACRs/APARs of the officers have not been written for a particular year or a part (for more than three months) of a year, a “No Report Certificate” (NRC) for that period may be sent along with the ACRs/APARs of the corresponding previous year.

xvi. Candidates may kindly note the following instructions before applying for the post which are mandatory.

- a. Apart from the post of Chairman and Member Secretary, the MGNCRE is having the following THREE (03) regular posts only and the nature of the duties of each post is as follows:-

Sl.No	Name of the post	Nature of duties
1	Assistant Director (Research and Network)	Coordinating with various universities, institutes and stakeholders for conducting various academic activities such as round table meetings, workshops, faculty development programmes, internship, minor research projects, Ph.D Fellowships, coordinating with the officials of MHRD & other departments, government organizations, preparation of agenda for the meetings, to look after the publications undertaken by the Council and day to day administration. To attend the works allotted by Chairman from time to time.
2	Private Secretary	Taking dictation in shorthand and its transcription, preparing the letters, minutes, orders, etc., coordinating with various stakeholders, officials of MHRD & other departments, government organizations, etc., fixing up appointments of Chairman, attending phone calls, keeping an accurate list of engagements and meetings, look after the travel plans of Chairman and booking of tickets and other works allotted by Chairman from time to time.
3	Accountant	Preparation of final accounts i.e. Balance sheet, I&E, R&P, maintenance of cash book, ledger, stock register & other books of accounts manually & in computerized accounting package (Tally), posting of entries in PFMS, maintenance of cash imprest, processing of all Bills payable & receipts, preparing of vouchers & cheques, making online payments through internet banking, booking of tickets for the officials of the Council for official tours, preparation of monthly Bank reconciliation statement & other financial statements, Preparation of monthly salaries of employees, scrutiny & processing of T.A/D.A bills,

		<p>LTC claims, Medical claims, etc of staff and members, procurement of stationery, fixed assets, receipt & Issues of stocks, stationery, correspondence, preparing & submission of reports/statements to Ministry from time to time, preparing and submission of MoU, Annual / Quarterly Budget, Budget Estimates, Revised Estimates to MHRD. Look after in conducting the Internal Audit and the Statutory Audits (SAR & LAR) by C&AG, preparing & submission of replies for the audit queries and outstanding audit paras, coordinating in conducting G.B/Council & other meetings, preparing of agenda and minutes for the meetings, coordinating in conducting workshops, seminars & other academic / training activities, preparing the note files for processing and release of payments, settlement of advances, preparing & issue of advertisements, posting of tenders / bids in GeM portal, computation of income tax of employees & vendors, remittance of TDS and other statutory deductions to GoI on monthly basis, preparing and filing of quarterly TDS returns, issue of Form 16 / 16A, additional charge of CPIO, upkeep of office equipments (Xerox machine, UPS, printers, server, air conditioners, electrical fittings, etc), coordinate & assist in day to day administration work (making arrangements for lodging / boarding of the participants / members / officials, etc, booking of conference hall / auditorium, making vehicle arrangements for the training programmes, meetings & other purposes, physical verification of stores & stocks, fixed assets, etc, preparing of Utilization certificates, assisting in the project works, assisting in preparing and printing of annual report, brochures, newsletters & other publications of the Council, attend the works allotted by Chairman from time to time.</p>
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- b. The selected candidate shall be responsible for the overall academic, administration and financial activities of the Council under the supervision and instructions of the Chairman who shall also pursue with the development and growth of the Council, its infrastructure, construction of building, creation of posts, etc.
- c. As the sanctioned posts and the annual budget for the Council is around Rs.3.40 crores, the selected candidate shall work independently without any additional staff support.

- d. The applicant shall prepare a Business Development Plan / Action Plan of about 40 pages for the Council covering a period of 1, 3 and 5 years for the organization on the points as mentioned in the Annexure - I.
 - e. The applicant shall also prepare an individual work chart for the duration of his / her service in the Council.
 - f. The selected candidate shall also be the Drawing and Disbursing Officer (DDO).
- xvii. The applications shall reach the Chairman, Mahatma Gandhi National Council of Rural Education, Ground Floor, Shakar Bhavan, Fateh Maidan Road, Hyderabad – 500 004, Telangana State on or before **05.04.2020, 5:00 p.m.** The envelop with the application shall be superscribed as **“Application for the Post of Member Secretary”**.

Interested candidates fulfilling the above criteria may apply in the prescribed Application form with complete Bio-data along with self attested copies of all Educational and Experience certificates, with details of address, age, mailing address, mobile number, etc. The prescribed application form can be downloaded from our website www.mgncre.in.

Sd/-
MEMBER SECRETARY

MGNCRE Business Plan

(this forms the basis for screening the application and short listing)

- **Background:** Your past role as an institution builder that justifies your selection (Provide documentary support)
- **Introduction:** A brief note about your Responsibilities, what are the factors / challenges that you foresee in your role
- **Define the business case for MGNCRE.** (Identify the purpose of the your role and also briefly explain what activities you would like to carry out for development and growth of the council)
- **Rationale**
 - Revisiting the Vision, Mission, Strategy and Action Plan of MGNCRE in terms of MoA
 - Identify the activities of council, its predicaments
 - Capabilities you possess for taking up this role
 - Stakeholder Relationship – Information Strategy, Feel & Serve, Trust & Loyalty
 - Financials – Fund raising, Cost Structure, Profit/Loss, break even.
 - Infrastructure Management – Resources, Activity configuration, Partner Network.
 - Property management: movable and immovable
- **Draft a Plan for each of the below activities** (for more information about the organization, refer mgncre.org).
- 1. Academic Plan (Refer duties of Assistant Director Research and Networking)
 - a. How do you promote rural management education?
 - b. What more activities you would bring to speed up the process of promoting rural management education?
 - c. The method you would adopt to perform staff functions
- 2. Administrative Plan
 - a. The administrative support that you will provide for implementing the academic plan
- 3. Fund Raising Plan
 - a. Strategy you would use for raising funds
 - b. Activities you would undertake for raising program funds and corpus funds
- 4. Projects (within the domain and in the related domains)
 - a. Project initiation
 - b. Project implementation
 - c. Project closure
- **Promoting Rural Education – which cornerstones does MGNCRE touch out of these. Justify.**
 1. Enabling Environment that promotes rural education and rural entrepreneurship
 2. Provide adequate structures, mechanisms and processes that address the promotion of rural education
 3. Networking with different stakeholders like Chief Minister, Education Minister, Chairman State Council of Higher Education District Collectors, NGOs and Institutions within rural domain as well as with the external client and sponsors who are crucial for the functioning of the programme
 4. Functioning of various programmes
 5. Access to support structure
 6. Private, Central, State and Deemed Universities and educational institutions as building blocks
 7. Active participation in processes by stakeholders
- **Challenges:** What challenges that you think would be facing in your role?
- **Actions Proposed/taken:** Specific interventions that you would make to become successful in your role (e.g. Training, programs to create awareness).