

CENTRE FOR DEVELOPMENT STUDIES – APARD
Rajendranagar, Hyderabad – 500 030.

Applications are invited from eligible candidates for 10 posts of Jobs District Manager on contract basis to work in Employment Generation & Marketing Mission, Department of Rural Development, Hyderabad.

I. Details :

Position	Qualification & Experience	Place of posting	Remuneration Rs.	Job Responsibilities
Jobs District Manager	<p>Post Graduation degree from reputed University, MBA preferred.</p> <p>Minimum 3 years relevant work experience</p> <ul style="list-style-type: none"> ➤ In-depth knowledge / passionate about development sector ➤ Ability to lead a team professional & community resource persons at the district level ➤ Proven experience in project management, formulation of budgets & building network ➤ Willing and able to travel extensively ➤ Good oral and written communication in English is essential & Telugu preferred ➤ Basic computer knowledge necessary 	The Jobs District Manager will be posted in any district headquarters in the state of Andhra Pradesh.	20,000/-P.M + Allowance of mobile charges Rs.1000/- + Vehicle hire charges fixed on Govt. rates	<ol style="list-style-type: none"> 1. Responsible for achieving the overall district job targets as per the annual works & Financial plan 2. MIS, documentation and reporting of the program to the state unit 3. Convergence with line departments & educational institutions 4. Getting district specific private sector linkages for training & placement 5. Ensuring financial discipline and maintaining proper accounts which are audited regularly

II. Reservation : Rule of reservation will be followed

III. Tenure : Initial contract period is One year. The contract may be extended for further one year if their performance is found good. The posts are purely temporary and contractual in nature. Contract orders will be issued by the EGMM, Dept. of R.D, Hyd.

IV. Application : Format enclosed

V. Last Date : Application duly filled in, should be sent to the Joint Secretary, Centre for Development Studies – APARD, Rajendranagar, Hyderabad – 500 030, **duly superscribing on the envelope for the post applied for.** **Applications not sent in above format are liable to be rejected.**

Application shall reach this office within a week from the date of publication of advertisement in news paper. Postal delays will not be considered for accepting the application. Applications received late by CDS-APARD will not be considered.

Submission of application by a candidate shall not entitle her/him right for any post.

**VICE CHAIRMAN
CDS-APARD**

FORMAT FOR APPLICATION

Recent
passport size
photo duly
attested by
Gazetted
Officer

Post applied for :

1	Name in full (Block letters)	:				
2	Name of Father/Mother/Spouse	:				
3	Age (No. of years completed) (Copy of Date of Birth Certificate to be enclosed)	:				
4	Gender	:	Male / Female			
5	Community (Please tick the appropriate category and enclose certificate issued by competent authority in case of BC/SC/ST)	:	SC / ST / BC-A/BC-B/BC-C/ BC-D/BC-E / OC			
6	Educational Qualifications (Please write details of qualifications) Copies of educational qualification certificates to be enclosed	:				
7	Experience (Copies of experience certificates are to be enclosed)					
	Sl. No	Name of the Dept./Agency/NGO	Designation	Period of work (Specify dates below)		Major responsibilities
				From	To	
8	Address for communication (Please give full postal address with PIN code, Phone Number, E-mail ID & Mobile Number etc.)	:				
Signature of Candidate						

*** All copies of certificates mentioned above shall be attested by Gazetted Officer with Seal.**