



बैंकर ग्रामीण विकास संस्थान (बर्ड) लखनऊ

**Bankers Institute of Rural Development (BIRD) Lucknow**

**Invitation of Applications for the post of  
Cooperative Development Officers / Research Officers  
at Contractual Positions**

Bankers Institute of Rural Development (BIRD), Lucknow is an autonomous institution (Registered under Societies Act, 1860) promoted by National Bank for Agriculture and Rural Development (NABARD) in 1983 for undertaking training, research and consultancy in the area of agricultural and rural development banking. BIRD has set up within its fold two centres viz. Centre for Professional Excellence in Cooperatives (C-PEC) which aims at streamlining training systems in Cooperative Credit Structure (CCS) for ensuring professionalization of staff with the cooperatives for efficient delivery of banking and financial services and Centre for Research on Financial Inclusion and Microfinance (CRFIM) which takes up research activities in the field of microfinance and financial inclusion for facilitating policy initiatives and improvements in design and delivery system of financial inclusion and microfinance services.

BIRD invites applications from Indian citizens having necessary qualifications and experience for engagement as “Cooperative Development Officers” in C-PEC and “Research Officers” in CRFIM purely on contractual basis for a period of 2 years. The contract period is extendable by one year and further extendable by another one year (with annual 5% enhancement over the original contract value of remuneration during extension period), subject to satisfactory performance of Officers. The details of terms and conditions of engagement are furnished as under:

**1. Name of Posts:**

- i. Cooperative Development Officers in C-PEC
- ii. Research Officers in CRFIM

**2. Number of Posts:**

<b>Job Position</b>	<b>No. of Post</b>	<b>Remarks</b>
Cooperative Development Officers in C-PEC	4	Purely on contractual basis.
Research Officers in CRFIM	2	



### 3. Place of Work:

Centre for Professional Excellence in Cooperatives (C-PEC) and Centre for Research on Financial Inclusion and Microfinance (CRFIM) at Bankers Institute of Rural Development (BIRD), Sector-H, LDA Colony, Kanpur Road, Lucknow-226012 (Uttar Pradesh).

### 4. Job Profile:

- i. The **Cooperative Development Officers** would be responsible for efficient organization and conduct of the work of C-PEC relating to accreditation of Cooperative Training Institutions, conduct of certification courses for cooperative personnel, standardization of training programs, conduct of Trainers' Training Programs, cooperative data-base management, research in cooperative issues, bringing out publications, organization of seminars, relationship building with the stakeholders for cooperative development and reporting. BIRD/ C-PEC can also assign any other work related to the centre.
- ii. The **Research Officers** will take up research and related activities assigned to the CRFIM in the field of microfinance and allied activities for facilitating various policy initiatives as also improvements in design and delivery system of microfinance services. This will call for organisation of information / data base and its analysis, maintenance of repository of research work in microfinance world, collaboration and linkages with libraries and research institutions in microfinance arena, field research, preparation of research reports and papers, publication work and organization of Seminars / Workshops. BIRD/ CRFIM can also assign any other work related to the centre.

### 5. Educational Qualification and Experience:

- i. **Cooperative Development Officers** for C-PEC shall be selected from the candidates having at least a graduate level degree in Economics, Commerce, Management, Development Finance, Agriculture, Computer Application, etc. with preference being given to those having additional qualifications in Information Technology / Cooperation related subjects and having good hands-on experience on computers. Experience of working for at least two years in cooperative institutions will be necessary with preference being given to those having experience of training activities relating to cooperative credit institutions.



- ii. **Research Officers for CRFIM** shall be selected from the research scholars holding a post-graduate from a recognised university / research institute with published work of high quality but those with the degree of M.Phil./Ph.D. or equivalent, will be given preference. The candidates should have been actively engaged in research preferably in microfinance / rural finance/ agricultural finance and related areas, with a minimum of 4 years of experience. The applicants with more research experience shall be given preference, subject to fulfilment of other criteria.

**6. Age:**

The upper age limit is 50 years as on 01 January 2018.

**7. Period of contract:**

The period of engagement shall be purely on contract basis for a period up to 2 years, extendable by one year and further extendable by one year subject to satisfactory performance and terminable with one month's notice on either side.

**8. Selection Process:**

The selection will be on the basis of educational qualifications, relevant experience and interview. The short-listed candidates on the basis of their educational qualification, experience and age will be called for interview. Candidates with higher relevant experience would be given preference.

**9. Compensation and perquisites:**

The monthly remuneration/compensation for the two posts will be on a consolidated basis as indicated below:

<b>Particulars</b>	<b>Cooperative Development Officers in C-PEC</b>	<b>Research Officers in CRFIM</b>
Monthly Gross Compensation (all inclusive)	Rs.45,000.00 @	Rs.80,000.00 @

@ 5% annual enhancement over the original contract value of remuneration during extension period, in case extension is granted.

No other facilities/perks will be given during the contractual engagement. Further, no residential accommodation will be provided by BIRD and the contract appointee shall not be eligible for any superannuation / terminal benefits, for and during the period of contract.



The amount of compensation being cost to BIRD, will be inclusive of any statutory payments that BIRD may be required to pay on behalf of the contract appointee. The contract employee will be liable for tax liabilities as per the Income Tax Act and Rules in force from time to time and the tax liabilities will be deducted at source wherever applicable.

#### **10. Application Fee:**

Non-refundable application fee payable (including transaction cost) would be Rs.250/- (Rupees two hundred fifty only) for each post. Payment of fee may be made either through DD drawn in favour of Bankers Institute of Rural Development payable at Lucknow or through online payment in favour of Bankers Institute of Rural Development, SB A/C No. - 5411848265, at Kotak Mahindra Bank Ltd., Ashiyana, Lucknow (Uttar Pradesh), IFSC Code- KKBK0005199. In case of online payment, the UTR No. & date should be indicated in the application form.

#### **11. Other Conditions:**

- a) All documents/ testimonials in original will have to be produced at the time of interview.
- b) No travelling allowance will be paid for attending the interview.
- c) Persons in employment should route their applications through proper channel. Such candidates will also be required to submit a certificate of release from their employers at the time of their joining BIRD, if selected.
- d) Depending upon the requirement, BIRD shall reserve the right to cancel/restrict/curtail/enlarge the panel of selected candidates or the recruitment process or to extend the validity period of panel, if need so arises, without any further notice and without assigning any reason thereof.
- e) Contract appointee shall have no right or claim for any regular appointment in BIRD.
- f) BIRD shall not furnish the mark-sheet of selection process to candidates.
- g) BIRD shall have the right to change / modify / alter any or all the provisions set out above.
- h) In all matters regarding selection, BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard even from any ineligible and non-selected candidates.



## **12. Application:**

Eligible persons may send their duly filled in applications in the prescribed format (enclosed) by speed post / registered post to the Director, Bankers Institute of Rural Development, Sector H, LDA Colony, Kanpur Road, Lucknow 226012; e-mail: [bird@nabard.org](mailto:bird@nabard.org); Tel:+91-522-2421954/1923; Fax:+91-522-2421006.

*“Application for the post of CDO/RO”* may be mentioned on the envelope.

Incomplete application in any respect are liable to be rejected and no refund of application fee will be considered.

*The last date for receipt of application at BIRD is 24 March 2018. Application received after this date will not be entertained.*

**Director**



**Bankers Institute of Rural Development, Lucknow**  
**FORMAT OF APPLICATION**

**Application for the post of Cooperative Development Officers in C-PEC /  
Research Officers in CRFIM at Contractual Positions**

The Director  
Bankers Institute of Rural Development  
Sector-H, L.D.A. Colony,  
Kanpur Road, Lucknow - 226 012  
E-Mail: [bird@nabard.org](mailto:bird@nabard.org)  
Website: [www.birdlucknow.in](http://www.birdlucknow.in)

Please affix latest  
passport size  
photograph here

**Bio-Data for engagement as Cooperative Development Officers in C-PEC/  
Research Officers in CRFIM on contract basis**

1. Name in Full: Shri / Smt. / Kum. \_\_\_\_\_  
(In block letters)

2. Father's / Husband's name and occupation: \_\_\_\_\_

3. Post applied for: \_\_\_\_\_

4. Date of Birth:

Date	Month	Year

5. Place of Birth: State: \_\_\_\_\_ Dist.: \_\_\_\_\_

6. Marital Status: Married / Unmarried \_\_\_\_\_

7. Religion: \_\_\_\_\_

8. Present address for communication (in full)

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_



9. Permanent Address (in full)

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PIN \_\_\_\_\_

10. (i) Mobile Number: \_\_\_\_\_

(ii) E-mail: \_\_\_\_\_

11. Knowledge of Languages other than English:

Language	Can Speak	Can Read	Can Write

12. Educational Qualifications:

Examination Passed	College/ School	Period		Examining Body / University	Principal Subjects	Class & Rank	Aggregate % of marks
Graduation							
Post-Graduation							
Others (Specify)							

13. Particulars of any special qualifications / training / experience in research/ working in cooperatives:

14. Qualification/proficiency in hands-on work on computers:

15. Particulars of present and previous employment:

Name & Address of the employer	Period		Position & Nature of duties	Place of Posting	Total Emoluments (Rs)		Reasons for leaving*
	From	To			Starting	Last Drawn	

\* Please attach separate sheet, if necessary.



16. Particulars of any prosecution / detention / fine / conviction/ sentence against you awarded by any court of law for any offence.

17. Fee Details: Amount Rs. ----- (In words) -----

DD No. -----Date-----Bank----- or

NEFT/RTGS - UTR No. ....Date .....

### **Declaration**

I declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for engagement under BIRD. In case, any of these particulars is found to be untrue later on, I shall be liable for the consequences thereof.

I undertake to be bound by the terms and conditions of the contractual engagement.

I have explicitly understood that this is an application for seeking contractual engagement only and in no circumstances confer any legal right to me to claim any post of profit/appointment in BIRD or NABARD.

Signature:

Place:

Date:

### **Warning:**

- i. Furnishing of false information or suppression of any factual information or any change in the Bio-data-cum-Declaration Form would be a disqualification and is likely to render the candidate unfit for employment.
- ii. If detained, convicted, debarred etc., subsequent to the completion and submission of the form, the details should be communicated immediately to BIRD, failing which it will be deemed to be suppression of factual information.
- iii. If the fact that false information has been furnished or that there has been suppression of any factual information in the Bio-data-cum-Declaration Form comes to notice at any time during the engagement of a person, his/her engagement would be liable to be terminated without any notice or compensation in lieu thereof.

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