

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(Quality Assurance – I Section)

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**CIRCULAR**

Subject: **ANNOUNCEMENT OF POST GRADUATE DIPLOMA IN RURAL DEVELOPMENT MANAGEMENT – NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ (NIRD&PR) ACADEMIC YEAR 2024-25 FOR CIRDAP MEMBER COUNTRIES -REG**

Akhtar Hameed Khan African Asian Rural Development Organization, (AARDO), an Executive Department of the Establishment Division, Islamabad vide letter No. 1(4)/2014-15/Trg/CIRDAP dated 9<sup>th</sup> May, 2024 has informed that the Centre on Integrated Rural Development for Asia & the Pacific (CIRDAP), Dhaka, Bangladesh, is sponsoring post graduate diploma for subject titled Programme (one year), at National Institute of rural Development & Panchayati Raj, Rajendranagar, Hyderabad, India.


2. It is stated that the PGDRDM is a teaching programme encompassing everyday class room sessions, assignments, both short and long field visits. The programme rigour is high as it comprises 24 courses with 66 credits in three Trimesters. Students must pass all the courses of the Trimester. The entire course will be taught in English only, hence the proficiency of students in writing and spoken English is compulsory. During the field visits the students are expected to stay in villages where the facilities will be bare minimum. You are aware that each international students will be housed at an independent moderately furnished Quarters. They are supposed to manage their kitchen and daily needs NIRD&PR will pay them the Daily Subsistence Allowance towards purchase of Groceries, etc, as per NIRD&PR norms.

**Eligibility Criteria:**

- Be a government Officer (BS-17 or above) of Ministries /Divisions /Attached Departments, Or Provincial Governments and Public-Sector Universities;
- Be a suitable young graduate in relevant subject of education;
- Have proficiency in spoken and written English Language.

2. All interested Officers (BPS-17 & above) who fulfill the eligibility criteria are required to forward their nomination alongwith FTC Proforma, copy of CNIC & CV duly recommended by the Head of respective Wing to **QA-I Section latest by 10.6.2024.**

*Note:- "In addition to the eligibility criteria specified for a training, all officers who are working on contract basis/fixed pay package or having less than two years continuous government service or less than three months of service in Finance Division or against whom disciplinary proceedings/inquiry is in progress or on probation period, may need not to apply"*

  
(Madina Rafique)

Section Officer (QA-I)

Ph: 9208523

All Officers (BPS-17 & above), Finance Division Islamabad  
**Finance Division's U.O No.F.3 (9) QA-I/2014 dated 24.5.2024**

Copy to:-

- Webmaster, with the request to upload the circular on this Division's website.



4. Personal Details: (Please tick (✓) mark in relevant box)

(a) Date of Birth (As given in 10<sup>th</sup> Class Certificate) DD MM YYYY

(b) Blood Group  

(c) Gender Male Female

5. Father's/Guardian's details

a. Father's Name in capital letters  

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b. Father's Address in capital letters, if different from the address in Page 1  

Name in Capital Letters																		
H.No.																		
Street/Locality																		
City																		
District																		
State																		
Country / Pin / Zip																		

c. Occupation  

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d. Telephone No. with ISTD code

Office :												
Residence :												
Mobile :												

6. Academic background – (Attach Attested photo copies of the documents)

Sl No.	Educational Qualifications*	Degree	Subject	Year of passing	College, University or Institute (Full Name & Address)	Class / Division	% of marks
1	SSC/Class X						
2	Intermediate/ Class XII						
3	Graduation						
4	Post-Graduation						
5	Any other Degree / Diploma						

**7. For use by International in-service candidates only, (i.e., those who are working in Rural Development and allied sectors for at least 2 years or more): Organisational sponsorship is essential for in-service candidates.**

(i) Is the Organisation willing to sponsor you? This application should be forwarded by the sponsor with a covering letter conveying organisational sponsorship and provision of uninterrupted leave of one year, if selected

Yes	No
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(ii) Name and Address of the Sponsoring Organization:

(iii) Designation :

(iv) Year of Joining :

(v) Years of work experience in Rural Development:

(vi) Total Number of Years of work Experience :

**For the Sponsoring Organisation Only (In-Service Candidates)**

1. Sponsoring Organization Name :
2. Name of the Officer :
3. Designation of the Officer :
4. Presently Working at :
5. Passport Number :
6. Passport Issuing Date :
7. Passport Valid up to :
8. Office Seal :
9. Fitness certificate from the Authorised Doctor : As Enclosures (Yes / No)
10. Certificate of HIV-1 & II : As Enclosures (Yes / No)
11. HBS-AG : As Enclosures (Yes / No)

We are here by forwarding the application of Mr./Ms. \_\_\_\_\_ working in our organization is for last \_\_\_\_\_ years. Upon His / Her selection to the PGDRDM programme he/she will be sanctioned one year leave to pursue the PGDRDM programme at NIRD&PR – Hyderabad

Authorised Signatory  
With office seal

GA

**8. Declaration by the Applicant**

I hereby certify that all the information furnished above by me is correct to the best of my knowledge and belief. I understand and accept that furnishing any false information on my part will automatically lead to disqualification of my candidature and forfeiture of all payments made by me to the NIRDPR. I agree to abide by the code of conduct and rules as may be framed from time to time by the NIRDPR.

Date

Signature of the Candidate

Place

Name  
(In capital letters)

**9. Attach only attested photo copies of the certificates. Tick mark the boxes below against the documents attached. The original certificates should be presented for verification at the time of Group Discussion and Personal Interview**

Tick mark (✓) the name of the document enclosed

Name of document	Tick mark (✓) if enclosed
Proof of age (S.S.C or equivalent certificate) / Birth Certificate issued by competent authority	
Degree marks sheet	
Provisional certificate / Final Degree Certificate	
Post-graduation marks sheet	
Provisional PG certificate / Final PG certificate	
Work experience Certificate for In-service candidates	
Organisational sponsorship letter, if you are an in-service candidate	
Passport Copy	
Medical Fitness certificate from competent authority along with test report of HIV -I & II , HBS-AG	

**GENERAL INSTRUCTIONS**

- E-mail addresses should be clear, genuine and active. Please do not give e-mail IDs of friends and relatives. The email account should be regularly checked as the NIRDPR sends most of its communications through the e-mail
- Address for correspondence should be clearly and fully filled along with permanent address and PIN Code Numbers.
- Telephone numbers should be clearly written with proper ISD codes
- The selection process of candidates will be based on Personal Interview.
- Filled in applications (Hard copy) should be sent to **The Coordinator, sponsoring Organisation (i.e. CIRDP / AARDO)** before the stipulated date i.e. **30.06.2024**
- All the disputes regarding PGDRDM shall be subject to the jurisdiction of Telangana High Court only.
- After the finalization of admissions, no further correspondence shall be entertained.
- Any recommendation for seeking admission shall lead to disqualification.
- Incomplete application forms will be summarily rejected.
- For more details about the PGDRDM, please visit: [www.nirdpr.org.in](http://www.nirdpr.org.in) or send e-mail to [cpqs.nird@gov.in](mailto:cpqs.nird@gov.in)