



बैंकर ग्रामीण विकास संस्थान, लखनऊ
Bankers Institute of Rural Development (BIRD), Lucknow

Invitation of Applications for the contractual engagement of Research Officer (Contractual Positions) at CRFIM, BIRD

Bankers Institute of Rural Development (BIRD), Lucknow, a premier autonomous training institute, promoted by National Bank for Agriculture and Rural Development (NABARD), invites application from Indian citizens for engagement as Research Officer (RO) in CRFIM purely on contractual basis for a period of 02 years, extendable by 01 year, further extendable by a period of 01 more year, subject to satisfactory performance.

The details of terms and conditions of contractual engagement are furnished as under:

1. Name of Post: Research Officer

2. Number of Posts: 2 (Two)

3. Place of Work: Centre for Research on Financial Inclusion and Microfinance (CRFIM) at Bankers Institute of Rural Development (BIRD).

4. Age: The upper age limit is 45 years as on 31.03.2024.

5. Criteria for Educational Qualifications & Experience as on 31.03.2024 for the selection as Research Officer for CRFIM is as follows:

Post	Educational Qualification	Experience
Research Officer	<p>Mandatory:</p> <ul style="list-style-type: none">➤ Post-graduation degree from a recognized university / Research Institute. <p>Desirable:</p> <ul style="list-style-type: none">➤ Post-graduation degree in the field of economics / development studies / statistics / data- science.	<p>Mandatory:</p> <ul style="list-style-type: none">➤ Candidate should have at least two years of hands-on experience in conducting research studies in the field of economics / micro-finance/development studies. <p>Desirable:</p> <ul style="list-style-type: none">➤ Research scholar with published work of high quality in reputed journals and referred conference.➤ Working knowledge of data analysis tool or programming language



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	<ul style="list-style-type: none">➤ Ph.D./M.Phil or equivalent in the relevant subject.	<ul style="list-style-type: none">➤ Hands on experience in data visualization tools such as Power BI/Tableau or equivalent.➤ Prior experience in working with households level survey data, cross country data set, GIS data, satellite imagery, etc.
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6. Job Profile and Responsibilities: -

- Research Officer will take up research and other activities assigned to the CRFIM at BIRD in the field of microfinance, financial inclusion and other related areas for facilitating various policy initiatives as also improvements in design and delivery system of Microfinance & Financial Inclusion services.
- Maintenance of repository of research work in the field of microfinance and development of database.
- Collaboration and linkage with libraries and research institutions in the relevant field.
- Undertake field research, provide faculty support in the field of microfinance, financial inclusion and other related areas.
- Undertake studies, preparation of research report and papers.
- Organization and conduct of seminars/workshops, conduct of certification course.
- E-lessons in the relevant field.
- BIRD/ CRFIM can also assign any other work as decided during the course of engagement.

7. Period of contract and termination: - 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 process will include writing ability test, data analysis and visualization assessment, power-point presentation and personal interview. Preference will be given to the candidates having additional and relevant educational & work experience over and above the essential requirements. The short-listed candidates will be called for the selection process. The list of shortlisted candidates will be published on BIRD's website.



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9. Emoluments:

Job role	Indicative Gross Emoluments (All Inclusive) (Max.)
Research Officer in CRFIM	Rs 1,00,000/- per month *

* The final authority to decide the exact monthly emoluments (all inclusive) rests with BIRD, Lucknow only. The monthly emoluments shall be decided by BIRD, Lucknow keeping in view the merits of the candidate, educational qualifications, additional educational qualifications, relevant experience, last drawn pay, suitability etc. The selected candidates with higher qualifications/ relevant research experience will be suitably compensated. In all matters regarding emoluments, BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

No other facilities/perks will be given during the contractual agreement. Annual increment of 5% (of the emoluments at the time of joining), subject to satisfactory performance, will be considered by BIRD at its sole discretion. 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 Research Office (RO). The contract employee will be liable for tax as per the Income Tax Act and Rules in force from time to time and the tax will be deducted at source wherever applicable.

10. Residential Accommodation, Lounge, Medical facilities:

During the period of contract, the Research Office (RO) shall not be eligible for getting any residential accommodation, lounge facility or medical facility from BIRD.

11. Travelling and Halting Allowance:

TA & HA will be paid as per rules of BIRD.

12. Placement:

The Research Office (RO) will be required to work under the Administrative control of Director, BIRD. As job is purely on contractual basis for a specified term, the Research Office (RO) shall have no right or claim for regular employment in BIRD.

13. Leave Benefits:

Casual leave will be granted up to a maximum of 12 days in a calendar year on proportionate basis. Absence beyond stipulated days would be liable for proportionate deduction from the compensation

14. Superannuation Benefits:

The Research Office (RO) shall not be entitled to any superannuation benefits viz., Provident Fund, Pension, Gratuity, etc.

15. Application Fee (Non-Refundable):

Application fee (including applicable GST) – ₹. 590/- (Rupees Five Hundred and Ninety



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only). Bank transaction charges, if any, for online payment of application fee will have to be borne by the candidate. The bank account details, for payment of application fee, are as under:

Name of Institute	Bankers Institute of Rural Development, Lucknow
Name of Bank and Address	Kotak Mahindra Bank Ltd, Ashiyana Branch, Lucknow- 226001
Type of Account	Savings
Bank Account No.	5411848265
Branch Code	05199
IFS Code	KKBK0005199
SWIFT Code	KKBKINBB

16. Other Conditions:

- a) All documents/ testimonials in original will have to be produced at the time of selection process and interview.
- b) No travelling allowance will be paid for attending the selection process and interview.
- c) Depending upon the requirement, BIRD reserve the right to cancel/restrict/curtail/enlarge the panel of selected candidates, without assigning any reason.
- d) BIRD shall not furnish the evaluation sheet of selection process to candidates.
- e) BIRD shall have the right to change / modify / alter any or all the provisions set out above.
- f) In all matters regarding selection and emolument offered, BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- g) BIRD reserves the right to cancel the Recruitment process for the captioned job without assigning any reason at any stage.
- h) No correspondence will be entertained from any ineligible and non- selected candidates. BIRD's decision shall be final and binding on the candidates.
- i) Applicants serving in any organization at the time of their application will be required to submit a 'No Objection Certificate' from the employer at the time of selection process and interview, failing which their candidature may not be considered. Selected candidates, after receiving specific offer letters shall be required to produce "Release/Relieving Letter" from their present employer/institution they are attached.
- j) BIRD reserves the right to consider the suitability of the candidate for Research Officer (RO) post.



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17. How to apply:

Eligible person shall send **scanned and signed copy of neatly typed duly filled- in application in the prescribed format (enclosed) complete in all respect along with self-attested scanned copies of all relevant documents by e-mail (only)** to the Director, Bankers Institute of Rural Development, Sector H, LDA Colony, Kanpur Road, Lucknow 226012; e-mail: **recruitment.bird@nabard.org**, Tel:+91-522-2421954/1923.

Please note that corrigendum, if any, issued on the above advertisement and further announcements, will be published only on the BIRD's website **<https://birdlucknow.nabard.org>**.

18. Contact Details:

In case of any clarification or query, you may contact at **recruitment.bird@nabard.org**. Do not forget to mention "Application for the job of Research Office (RO) on Contract" in the subject of the email.

19. Important Dates/ Timelines:

The last date for receipt of application through email at BIRD is 30.04.2024 **(17:00 Hrs)**. Application received after this date and time will not be entertained. BIRD, Lucknow reserves the right to make change in the date indicated above. "Application for the post of Research Office (RO)" may be mentioned as the subject of email. Incomplete applications or applications without satisfactory documentary proof, registration fee etc. in any respect are liable to be summarily rejected without intimation to the applicant.

Director

Encl: Application Form



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Format of Application

The Director
Bankers Institute of Rural Development
Sector-H, L.D.A. Colony.
Kanpur Road, Lucknow-226012
E-mail: recruitment.bird@nabard.org
Website: <https://birdlucknow.nabard.org>

Please affix
latest passport
size
photograph
here
(Self-attested)

**Application for the post of Research Officer on Contractual Position in
CRFIM, BIRD**

(Application to be neatly typed as per format given below & scanned copy of completed application alongwith self-attested copies of all the relevant documents may be forwarded to recruitment.bird@nabard.org)

1. Name in Full (Shri / Smt. / Kum.):
2. Father's / Husband's name:
3. Post applied for: Research Officer
4. Date of Birth (with proof): (dd/mm/yyyy)
5. Place of Birth: State: Dist.:
6. Marital Status (Married / Unmarried):
7. Religion:
8. Present address for communication (in full with PINCODE):
9. Permanent Address (in full with PINCODE):
10. (i) Mobile Number: (ii) E-mail:
11. Knowledge of Languages other than English:

Language (s)	Can Speak	Can Read	Can Write



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12. Educational Qualifications (please attach self-attested Mark Sheets & Certificates):

Examination Passed	College	Period	University/Institution	Main Subjects	Class & Rank	Aggregate % of marks
Graduation						
Post-Graduation						
Diploma/ Others (Specify)						

13. Particulars of special qualifications and work experience in banks/ training/ research/teaching/cooperation/ other experience as indicated in detailed advertisement in respect of post applied (*please attach self-attested copies of proof of special qualifications and work experience in chronological order*):

14. Particulars of present and previous employment (*please attach self-attested copies of proof of employment/s*):

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

15. Specific experience in the field of Micro-finance / Financial Inclusion & Rural Livelihood:-

Sr. No.	Work	Organization	Year
a.			
b.			
c.			

16. Specific experience in data analytics/ data management:

Sr. No.	Year	Particulars of work	Remarks (if any)
a.			
b.			
c.			



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17. Specific experience in studies / research work:-

Sr. No.	Organization	Topic	Year	Statistica tool/languag use	Remarks (if any)
d.					
e.					
f.					

18. Articles / Research Publications:-

Sr. No.	Title of Article	Date of publication	Name of Journal / Magazine / Periodical	Whether National / International	If national, RNI status of publication
a.					
b.					
c.					

19. Experience as Faculty:

Sr. No.	Organization/ Institution	Department/ subject	Years/ period of engagement
a.			
b.			
c.			

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

21. Details of Application fee paid (Name of bank, date and amount of payment, UTR No.):

Name of bank	Date	Amount of payment (Rs.)	UTR No.



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22. List of documents forwarded with application:

- i)
- ii)
- iii)

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 at 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.

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.



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- 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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