



**NABARD Consultancy Services**  
**(A wholly owned subsidiary of NABARD)**  
**(An ISO 9001: 2015 Company)**

**Requirement of Project Based Contract Staff for execution of Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY) in New Delhi**

NABARD Consultancy Services (NABCONS), a wholly owned subsidiary of NABARD is a leading consultancy organization in the field of agriculture and rural development ([www.nabcons.com](http://www.nabcons.com)). NABCONS as the Central Technical Support Agency (CTSA) for 18 States under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) of Ministry of Rural Development (MoRD), Government of India, invites **ONLY ONLINE** applications from Indian Citizens for the following posts as Project Based Contract Staff.

The posting for various post at Corporate Office, New Delhi will be as under:

S.No.	Name of the Post	No. of post	Place of Posting
1	Program Coordinator	02	Corporate Office, New Delhi
2	Consultant-Quality Assurance	02	Corporate Office, New Delhi
3	Consultant Placement Coordinator	01	Corporate Office, New Delhi
4	Consultant -MIS Manager	01	Corporate Office, New Delhi
5	Consultant- IEC and Branding	01	Corporate Office, New Delhi
6	Consultant- Appraisal	02	Corporate Office, New Delhi

The recruitment is project based on contract basis for initial period of one year, which can be extended based on performance review and to be co-terminus with the project period.

**A. Key Responsibilities:**

**1. Program Coordinator**

- To lead the team of Consultants and Associate Consultants stationed at Corporate Office and Regional Office and TSA.
- Coordinate overall operation system and processes involved in implementation of DDU-GKY projects.
- Support in better management of reporting and information flow from SRLM/TSA/States to Corporate Office and Vice-versa.
- To ensure that appropriate standards of conduct are established and complied with as per DDU-GKY Scheme/ guidelines, which may accessed at the following link:  
[http://ddugky.gov.in/sites/default/files/SOP/DDUGKY\\_CNN\\_aligned\\_Guidelines\\_July\\_2016.pdf](http://ddugky.gov.in/sites/default/files/SOP/DDUGKY_CNN_aligned_Guidelines_July_2016.pdf)  
and Standard Operating Procedures which may be accessed at the following link:  
[http://ddugky.gov.in/sites/default/files/SOP/SOP\\_Part\\_1.pdf](http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_1.pdf) &  
[http://ddugky.gov.in/sites/default/files/SOP/SOP\\_Part\\_2.pdf](http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf)

- To implement, maintain and manage an effective system of controls covering non-financial as well as financial activities by improving the organizational planning, operational systems, processes, information flow and reporting.
- To be responsible for reporting and communication to NABCONS Corporate Office (Delhi) & Regional Office, MoRD, Project Implementing Agencies (PIAs) etc.
- To represent the CTSA in review meetings in NABCONS Corporate Office, SRLMs, MoRD etc.
- Review the implementation and efficiency of quality and inspection systems.
- Conduct Capacity building of various stakeholders like SRLM officials, PIAs etc. on DDU-GKY Standard Operating Procedures.
- Shall develop proposals for business development in skill ecosystem.
- Undertake Skill Gap Analysis, Aspiration Study, IA Study, Tracer Study etc.
- Develop repository of best practices.
- Facilitating ToT, R&D Activities under DDU-GKY.
- To facilitate SRLMs/PIAs in scouting new PIAs, facilitating application process and undertaking appraisal of proposals.
- Undertaking placement and financial verification as and when required.
- Any other work assigned from time to time.

## 2. **Consultant-Quality Assurance**

- Supervision of project sites to ensure established protocols have been implemented.
- Provide capacity building to all project monitoring staff, including staff of partner SRLMs/SSDMs/PIA.
- Design and/or adopt monitoring, evaluation, and learning tools appropriate for Skilling projects.
- Review the implementation and efficiency of quality and inspection systems.
- Conduct real-time analysis for better project implementation and organizational learning.
- Routinely conduct quality control checks.
- Attend periodical meetings with MoRD/SRLMs/SSDMs to review project implementation, identify challenges in monitoring, and plan for corrective measures.
- Support program management.
- Any other work assigned from time to time.

## 3. **Consultant Placement Coordinator**

- Build and maintain strong relationships with employer partners.
- Track all activities and compliances of CXO Meet, Industry Connect, Job Mela etc.
- Identify the number and types of positions available and suitable for DDUGKY trained candidates.
- Assist with maintaining employer database(s) and submit periodic reports as and when required.
- Organizing and conducting networking events for all stakeholders.
- Any other work assigned from time to time.

## 4. **Consultant -MIS Manager**

- Provide support and maintenance to existing management information systems (MIS).
- Oversees and carries out the development and implementation of technology related user-training programs.
- Develops MIS documentation to allow for smooth operations and easy system maintenance.
- Perform data analysis for generating reports on periodic basis.
- Provide strong reporting and analytical information support to management team.

- Any other work assigned from time to time.

#### 5. Consultant - IEC and Branding

- Identify & document lessons learnt and good practice at all levels & disseminate appropriately.
- Preparation of training modules/ training materials/ training calendar at State/ District and Block level.
- Development of periodic Situation Analysis/ Issue Briefs/ Theme Papers on work done.
- Prepare monthly, quarterly and yearly IEC plan of action and activity calendar at state and district level.
- Develop Newsletter/Case studies/ documentation of best practices/ learnings.
- Develop the concepts and designs of campaigning material as necessary from time to time.
- Any other work assigned from time to time.

#### 6. Consultant - Appraisal

- Conduct desk based screening of project proposals as per the guidelines and notifications of MoRD.
- Conduct Qualitative appraisal of project proposals as per the guidelines and notifications of MoRD.
- Field visit to HQ of applicant organizations as per the guidelines and notifications of MoRD.
- Attend Pre PAC/PAC meeting at SRLMs.
- Attend Review meetings at MoRD & States and undertake capacity building of stakeholders as and when required from time to time.
- Any other works assigned from time to time.

### B. Eligibility Criteria

#### a. Educational Qualification:

Sr. No.	Position	Minimum Qualification	Preferred Qualification
1	Program Coordinator	Graduation (full time) in any subject with 2 years full time PG degree qualification in Management, Agriculture, Economics, Social sciences, and other related discipline with minimum 55% marks from a recognized institution.	Proficiency in reading, writing and speaking in English and Hindi  Proficiency in Report writing, MS-Excel, MS-Word, Power point is desirable
2	Consultant-Quality Assurance	Graduation (full time) in any subject with post-graduation full time degree or diploma in Rural Development/Agriculture/ Allied sector to Agriculture and other related discipline with minimum 55% or equivalent CGPA from a recognized institution.	Proficiency in reading, writing and speaking in English and Hindi  Proficiency in Report writing, MS-Excel, MS-Word, Power point is desirable
3	Consultant Placement Coordinator	Graduation (full time) in any subject with MBA in HR (full time) with minimum 55% or equivalent CGPA from a recognized institution	Proficiency in reading, writing and speaking in English and Hindi  Proficiency in Report writing, MS-Excel, MS-Word, Power point is desirable
4	Consultant -MIS Manager	Graduation (full time) in B.E./B. Tech./BCA (Comp. Sc./IT) with full time Masters in Computer Application (MCA)	Proficiency in reading, writing and speaking in English and Hindi

		with minimum 55% or equivalent CGPA from a recognized institution.	Proficiency in Report writing, MS-Excel, MS-Word, Power point is desirable
5	Consultant- IEC and Branding	Graduation (full time) in any subject with two year full time degree in Mass Communication and Journalism with minimum 55% or equivalent CGPA from a recognized institution.	Should be well versed with Publisher, In Design, Corel, Pinnacle video software
6	Consultant-Appraisal	Graduation (full time) in any subject with full time MBA (Finance)/M.Com. /Post Graduation degree or diploma in Rural Development/Agriculture/ Allied sector to Agriculture and other related discipline with minimum 55% marks or equivalent CGPA from a recognized institution.	Report writing should be a integral part. Analytical Skills. Proficiency in reading, writing and speaking in English and Hindi Proficiency in Report writing, MS-Excel, MS-Word, Power point is desirable

**b. Experience:**

Sr. No.	Position	Essential Experience	Desired Experience
1	Program Coordinator	7 years of post-qualification experience with minimum 4 years in Monitoring & Evaluation/ Appraisal in Rural Development/ Skill Development/Livelihood/ Monitoring of Social Sector Schemes.	Candidates with relevant work experience in Monitoring & Evaluation/ Appraisal of projects under DDU-GKY or any other skill training projects by Govt. of India or State Government with experience of web based monitoring/appraisal.
2	Consultant-Quality Assurance	3 years of Post Qualification experience of working in Monitoring and Evaluation in Rural Development/Skill Development/ Livelihood/ Monitoring of Social Sector Schemes, with minimum one year in Monitoring and Evaluation of Skill Development and Livelihood projects.	Candidates with relevant work experience in monitoring projects under DDU-GKY or any other skill training projects by Govt. of India or State Government with experience of web based monitoring.
3	Consultant Placement Coordinator	3 year of post qualification experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in liaisons with various industries for placement. Should have minimum of 1 year experience as an Officer in Public Relations in Educational Institutions/Public Sector	Candidates with relevant work experience in monitoring projects under DDU-GKY or any other skill training projects by Govt. of India or State Government with experience of web based monitoring.

		Undertakings/ Autonomous Bodies/ Reputed private firms.	
4	Consultant -MIS Manager	3 years of post-qualification experience in software development and management. Experience in working on web based MIS platform preferable on livelihoods/ skill development/ rural poverty reduction program. Should have analytical skill in handling large data in MS-excel.	Candidates with relevant work experience in monitoring projects under DDU-GKY or any other skill training projects by Govt. of India or State Government with experience of web based monitoring.
5	Consultant- IEC and Branding	3 Years post qualification Experience in Communications, Development & Knowledge Management with minimum 2 Years' Experience in Reporting, and Editing.  Technical Knowledge in Reporting, Publishing, Video Production Editing and Designing.	Candidates with relevant work experience in the projects under DDU-GKY or any other skill training projects by Govt. of India or State Government with experience of IEC and Branding.
6	Consultant- Appraisal	3 years of Post Qualification experience of working in appraisal and screening of projects in Rural Development/Skill Development/ Livelihood/ Monitoring of Social Sector Schemes, with minimum one year in appraisal process of Skill Development and Livelihood projects.	Candidates with relevant work experience in appraisal of projects under DDU-GKY or any other skill training projects by Govt. of India or State Government with experience of web based appraisal.

### C. Remuneration:

Candidates will be paid consolidated remuneration (u/s 192 of the IT Act) based on the experience, educational qualification and overall suitability of the candidate for the post as under:

Sr. No.	Position	Range of Remuneration- Per month
1	Program Coordinator	Rs. 1,20,000/- per month
2	Consultant-Quality Assurance	Rs. 55,000/- per month
3	Consultant Placement Coordinator	Rs. 55,000/- per month
4	Consultant -MIS Manager	Rs. 55,000/- per month
5	Consultant- IEC and Branding	Rs. 55,000/- per month
6	Consultant- Appraisal	Rs. 55,000/- per month

*@The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted*

at source.

**D. Other Facilities:**

In addition to the remuneration as mentioned above other facilities as under will also be provided:

- Lunch allowance of Rs 2000/- per month.
- Mobile and internet allowance of Rs 1000/- per month.
- Candidates will also be eligible for PF and Gratuity as per Company's policy. It may be mentioned that the option for PF is irrevocable and once exercised cannot be changed in future.
- Travelling allowance, halting allowance and local conveyance facilities for official travel as applicable from time to time under the project.
- Casual leaves of 18 days per calendar year during the contract period on proportionate basis provided that not more than 06 days casual leave may be availed at a stretch including Saturday/Sunday/Holiday on one occasion, absence beyond above period will be treated without pay

**E. Age: as on 01 October 2019**

S.No.	Name of the Post	Age
1	Program Coordinator	Below 50 Years
2	Consultant-Quality Assurance	Below 45 Years
3	Consultant Placement Coordinator	Below 45 Years
4	Consultant -MIS Manager	Below 45 Years
5	Consultant- IEC and Branding	Below 45 Years
6	Consultant- Appraisal	Below 45 Years

**F. Contract Period:**

The PBCS will be appointed on contract basis initially for a period of one year which may be extended based on requirement of the project and performance or will be co-terminus with the project period. First 3 months will be probation period during which NABCONS shall have the right to terminate the services of the individual without any notice period or assigning any reason. Thereafter NABCONS reserves the right to terminate the contract by giving three months notice within the contract period.

**G. How to Apply:**

Interested candidates may apply online in the prescribed format within 10 days from 13 November 2019 to 22 November 2019 by clicking on the following links and filling the details therein:

S.No.	Name of the Post	Link
1	Program Coordinator	<a href="https://forms.gle/RGGQJrJBDFoh6dqq5">https://forms.gle/RGGQJrJBDFoh6dqq5</a>
2	Consultant-Quality Assurance	<a href="https://forms.gle/LZossfGqy6oxTSAh8">https://forms.gle/LZossfGqy6oxTSAh8</a>
3	Consultant Placement Coordinator	<a href="https://forms.gle/hZKQWNwSYFwUoxwd7">https://forms.gle/hZKQWNwSYFwUoxwd7</a>
4	Consultant -MIS Manager	<a href="https://forms.gle/5uJvr2wZ41toQCtK8">https://forms.gle/5uJvr2wZ41toQCtK8</a>
5	Consultant- IEC and Branding	<a href="https://forms.gle/syGu2UZCEUjFz41D9">https://forms.gle/syGu2UZCEUjFz41D9</a>
6	Consultant- Appraisal	<a href="https://forms.gle/SgcsZad5qd8dibfU9">https://forms.gle/SgcsZad5qd8dibfU9</a>

In case the above link does not work, you may also copy and paste the link in your web browser and fill the details therein.

## **H. Last date for submission of online applications: 22 November 2019**

### **I. General Information:**

- Only Shortlisted candidates will be called for the interview. Location for the Selection process will be indicated in the call letter. The candidates may kindly note that any cost incurred by them for attending the interview will not be reimbursed by NABCONS.
- The applicant may submit the declaration in the Google form with respect to the educational qualification and experience. Self-attested copies of educational qualifications and experience certificates to be compulsorily submitted at the time of the interview. Original documents would be required for verification.
- Place of posting of the candidate appointed will initially be at Corporate office, New Delhi. They may however be liable to be posted anywhere in India as per project requirement.
- NABCONS will not provide accommodation for the selected/appointed candidates.
- List of selected and waitlisted candidates for the post will be uploaded in NABCONS website ([www.nabcons.com](http://www.nabcons.com)) after the selection process is completed. The validity of the panel of selected and waitlisted candidates will be co-terminus with the project.
- No correspondence will be entertained from any ineligible and non-selected candidate in all matter regarding eligibility, the selection process, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards, number of vacancies, communication of result , etc. the company's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- The final appointment will be based on the decision of selection committee constituted for the purpose. Company reserves the right to increase/ decrease the number of posts or not to fill up any of the posts.
- The appointment shall be subject to being found medically fit, for which purpose the candidate shall be required to undergo the protocol of medical tests upon reporting at place of posting. The continuance in NABCONS's service shall be subject to remaining medically fit to discharge duties and responsibilities. The decision of NABCONS regarding medical fitness shall be final and binding on the candidate.
- The selected candidates will have to sign a one year bond with the company - In case for any reason, the selected candidate leaves the services of the Company before the contract period of one year from the date of commencement of duties (excluding the unauthorized leave) then the candidate shall forthwith pay a sum equivalent to one (01) month remuneration as mentioned in section (C) above. This amount will be in addition to shortfall in notice period, if any. Acceptance request for relieving in such case will not be given till the realization of Bond amount.
- Merely satisfying the eligibly criteria does not entitle a candidate to be called for the interview. NABCONS reserves the right to call only the requisite number of candidates for the interview depending on number of responses, after preliminary screening / shortlisting with reference to candidate's qualification, suitability, experience, etc as per eligibility criteria.
- Applications received after the due date shall not be entertained and will be rejected.
- Under no circumstances applications by hand or any other mode will be entertained. The application submitted through online mode provided in this advertisement will only be accepted.
- The contractually engaged staff shall have no legal claim to regular absorption either during the period of contract or after the period of contract expires. Similarly, the Contract Appointee will have no claims as to seniority
- NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.