



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) at various States

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). 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 post as Project Based Contract Staff.

The posting for the following post at various office, will be as under:

| Sl. No | Name of the Post | No. of post | Place of Posting |
|--------|-------------------------------------|-------------|-----------------------------|
| 1 | Associate Project Manager - Finance | 01 | at Raipur, Chhattisgarh |
| | Associate Project Manager - Finance | 01 | at Lucknow, Uttar Pradesh |
| | Associate Project Manager - Finance | 01 | at Mumbai, Maharashtra |
| | Associate Project Manager - Finance | 01 | at Bhubaneswar, Odisha |
| | Associate Project Manager - Finance | 01 | at Bhopal, Madhya Pradesh |
| | Associate Project Manager - Finance | 01 | at Shimla, Himachal Pradesh |
| | Associate Project Manager - Finance | 01 | at Dehradun, Uttrakhand |
| 2 | Associate Project Manager - Finance | 01 | at Guwahati, Assam |
| 3 | Associate Project Consultant | 02 | at Raipur, Chhattisgarh |
| | Associate Project Consultant | 02 | at Lucknow, Uttar Pradesh |
| | Associate Project Consultant | 02 | at Mumbai, Maharashtra |
| | Associate Project Consultant | 02 | at Bhubaneswar, Odisha |
| | Associate Project Consultant | 02 | at Bhopal, Madhya Pradesh |
| | Associate Project Consultant | 01 | at Shimla Himachal Pradesh |
| | Associate Project Consultant | 01 | at Dehradun, Uttrakhand |
| | Associate Project Consultant | 02 | at Guwahati, Assam |

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. Associate Project Manager -Finance

- Shall help in implementation of DDU-GKY and its key Non-Negotiable.
- Undertaking review of Utilization Certificates (UCs) submitted by partners.
- Undertake any financial activity mentioned in SOP under DDU-GKY.
- Conducting First Month Audit, monthly verification and Annual audit of the accounts of PIAs.
- Disbursement scheduling, periodical review, review and analysis through financial information system (PFMS).
- Attend periodical meetings with MoRD/SRLMs to review project implementation, identify challenges monitoring, and plan for corrective measures.
- Support program management.
- Capacity building of SRLM/PIA staff, as and when required.
- Any other work assigned from time to time.

2. Associate Project Manager -Finance for Guwahati, Assam

Key Responsibilities:

- Shall help in implementation of DDU-GKY and its key Non-Negotiable in all 5 North East States.
- Undertaking review of Utilization Certificates (UCs) submitted by partners.
- Undertake any financial activity mentioned in SoP under DDU-GKY.
- Conducting First Month Audit, monthly verification and Annual audit of the accounts of PIAs.
- Disbursement scheduling, periodical review, review and analysis through financial information system (PFMS).
- Attend periodical meetings with MoRD/SRLMs to review project implementation, identify challenges monitoring, and plan for corrective measures.
- Support program management.
- Capacity building of SRLM/PIA staff, as and when required.
- Any other work assigned from time to time.

3. Associate Project Consultant

Key Responsibilities:

- Shall help in implementation of DDU-GKY and its key Non-Negotiable.
- Shall facilitate vetting and signing of Memorandum of Understanding (MoU) between SRLM and the respective project Implementing Agencies (PIAs).
- Undertake shall undertake monitoring of the projects as per the DDU-GKY guidelines/SOP, including Due Diligence and Inspection of the Training centres.
- Follow –up with PIAs on advisories based on Due-Diligence /Inspections/Alerts/notices etc.
- Thematic Audit of Training centres as per need.
- Shall facilitate routing of funds to PIAs as per DDU-GKY Guidelines/SOP.
- The incumbent would be responsible for generation of internal and external financial reports as per requirements under DDU-GKY.
- Placement verification and Tracking of candidates as per DDU-GKY Guidelines.
- Attend periodical meetings with MoRD/SRLMs/SSDMs to review project implementation, identify challenges monitoring, and plan for corrective measures.

- Desk Verification and Physical on-site verification of placed candidates.
- Shall generate and provide reports to MoRD/ SRLM from time to time as per Guidelines/SOP.
- Overall monitoring of DDU-GKY project in the concerned state.
- Any other work assigned from time to time.

B. Eligibility Criteria

a. Educational Qualification:

| Sr. No. | Position | Minimum Qualification | Other Criteria |
|---------|---|---|--|
| 1 | Associate Project Manager - Finance | Regular Graduation in any subject with MBA (Finance) /M.CoM or any equivalent degree with minimum 55% or equivalent CGPA from a recognized management institution. | Proficiency in reading, writing and speaking in English and Hindi Proficiency in Report writing, MS- Excel, MS-Word, Power point is desirable |
| 2 | Associate Project Manager – Finance for Guwahati, Assam | Regular Graduation in any subject with CA/ICWA 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 | Associate Project Consultant | Regular Graduation in any subject with post-graduation full time degree or diploma in Rural Development/ Agriculture/Allied sector to Agriculture/Food Technology/ Engineering/Economics/Management with minimum 55% or equivalent CGPA from a recognized management institution. | 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 | Associate Project Manager - Finance | 2 years of Post Qualification experience in Financial Monitoring in Rural Development/Skill Development/Livelihood/ Monitoring of Social Sector Schemes | Candidates having experience in handling of audit/ accounts of large scale Skill/livelihood projects of Government will be preferred. |
| 2 | Associate Project | 3 years of Post Qualification | Candidates having |

| | | | |
|---|---------------------------------------|---|---|
| | Manager – Finance for Guwahati, Assam | experience in Financial Monitoring in Rural Development/Skill Development/Livelihood/ Monitoring of Social Sector Schemes. | experience in handling of audit/ accounts of large scale Skill/livelihood projects of Government will be preferred. |
| 3 | Associate Project Consultant | 2 years of Post Qualification experience in Monitoring and Evaluation in Rural Development/ Skill Development/Livelihood/ Monitoring of Social Sector Schemes | Candidates having experience in Monitoring and Evaluation of large scale Skill/livelihood projects of Government will be preferred. |

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 | Remuneration- Per month |
|---------|---|-------------------------|
| 1 | Associate Project Manager - Finance | Rs. 50,000/- per month |
| 2 | Associate Project Manager – for Guwahati, Assam | Rs. 60,000/- per month |
| 3 | Associate Project Consultant | Rs. 37,000/- 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 | Associate Project Manager - Finance | Below 45 Years |
| 2 | Associate Project Manager – for Guwahati, Assam | Below 45 Years |

| | | |
|---|------------------------------|----------------|
| 3 | Associate Project Consultant | Below 40 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 | Associate Project Manager - Finance | https://forms.gle/dtNUsGM69SHieAwV7 |
| 2 | Associate Project Manager – for Guwahati, Assam | https://forms.gle/mhQ9u74PZgx4HhrA7 |
| 3 | Associate Project Consultant | https://forms.gle/qWQH7AdvHJmDBx48 |

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 as indicated at page number 1 of this advertisement. 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) 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.