

## **NABARD Consultancy Services**

### **Requires Project Associate (01 Post) as Core Contract Staff for Business Development Vertical for NABCONS Corporate Office, New Delhi**

NABARD Consultancy Services (NABCONS), a wholly owned Company of NABARD and a leading consultancy organization in the field of agriculture and rural development ([www.nabcons.com](http://www.nabcons.com)) invites applications for the post of 01 Project Associate as Core Contract Staff for Business Development Vertical at NABCONS Corporate Office, New Delhi.

#### **Key Responsibilities:**

- Compilation of historical data for migration to new database
- Management of databases/Enterprise Resource Planning
- E-tendering and registration with various e-portals
- Scanning of websites and newspapers
- Preparation of EOI, Bids, etc.
- Documentation and support in preparation and submission of proposals.
- Follow-up with potential clients and regional offices
- Attending pre-bid and bid opening meetings and gathering market intelligence
- Business promotion & client interaction for contracting assignments
- Preparation of brief for website updation.
- Attending to administrative work related to the vertical.
- Other related work.

#### **Educational Qualification:**

- Bachelor of Commerce with minimum 60% marks and/or MBA/PGDM – Finance/Marketing from a reputed institution with a minimum of 55% marks.
- Proficiency in English and Hindi (reading, writing and speaking).
- Proficiency in using tools such as MS Office, including Advanced Excel Features, MS Word, MS PowerPoint, and Google Docs and other computer functions, for day-to-day functioning.

#### **Experience:**

- Minimum 2 years of work experience in area of job profile in any established organization.
- **Preferably:** Experience of handling documentation/e-tendering/database management related work for an established organization

#### **Compensation:**

Candidate will be paid consolidated compensation of Rs. 35,000/- per month.

#### **Other Facilities:**

- i. Lunch and mobile/ internet allowance, PF and Gratuity, Health Insurance as per Company Policy.
- ii. Candidates are eligible for annual increment on satisfactory performance and completion of one year of service.
- iii. Halting / travelling and conveyance during official visits will be applicable as per Company's policy.

**Age:** Preferably below 40 years as on 01 July 2017.

#### **Contract Period:**

Initial contract will be for one year which can be extended for 3 years based on annual performance review.

### How to Apply:

Interested candidates may apply only through online link in the prescribed format on or before **15 July 2017** by clicking on the following links and filling the details therein:

Position	Link to Apply
Project Associate	<a href="https://goo.gl/forms/IMy70PHXmEzcqc1M2">https://goo.gl/forms/IMy70PHXmEzcqc1M2</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.

### **Last date for online submission of applications - 15 July 2017**

#### General Information:

- Shortlisted candidates will be called for the interview. You may kindly note that any cost incurred by you 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 indicated in the CV. Self-certified copies of their educational qualifications and experience certificates may be submitted at the time of the interview.
- Place of posting of the person appointed will initially be NABCONS Corporate Office, New Delhi. Candidates may however be liable to be posted anywhere in India as per Company requirement from time to time.
- Merely satisfying the eligibility 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 after preliminary screening/shortlisting with reference to candidate's qualification, suitability, and experience etc. Selection process may vary depending upon the number of responses received. 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 link provided in this advertisement will only be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason.