



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

NABARD Consultancy Services (NABCONS), a wholly owned subsidiary of NABARD and a leading consultancy organization in the field of agriculture and rural development ([www.nabcons.com](http://www.nabcons.com)). NABCONS has been appointed as Technical Support Agency (TSA) for Punjab Skill Development Mission (PSDM) for implementing placement linked Skill training program in Punjab State under DDU GKY scheme of Ministry of Rural Development (MoRD), GOI. NABCONS invites **ONLY ONLINE** applications from Indian Citizens as Project Based Contract Staff:

I. Details of vacancies are as under:

Name of the Post	No. of post	Place of Posting
Associate Project Consultant - Finance	02	Chandigarh, Punjab

**A. Key Responsibilities & Eligibility Criteria**

**Associate Project Consultant (02 Posts)**

S.No	Particulars	Details
i	Key Responsibilities	<ul style="list-style-type: none"><li>i. The incumbent would be responsible for generation of internal and external financial reports as per requirement under DDU-GKY project</li><li>ii. Conducting First Month Audit, Monthly verification and Annual audit of the accounts of PIAs.</li><li>iii. Undertake any financial mentioned in Standard Operating Procedures which may accessed at the following link <a href="http://ddugky.gov.in/sites/default/files/SOP/SOP%20Part%20.pdf">http://ddugky.gov.in/sites/default/files /SOP/SOP Part 2.pdf</a>, under DDU-GKY.</li><li>iv. Disbursement scheduling, periodical review and monitoring through project financial management system (PFMS)</li><li>v. To represent the TSA in review meetings in NABCONS Corporate office and MoRD etc.</li><li>vi. Streamlining all financial protocols related to the release of various installments at the state level.</li><li>vii. Overseas, coordination and provide consultancy.</li><li>viii. Any other work related to the captioned project assigned by NABCONS from time to time.</li></ul>
ii	Educational Qualification	MBA - Finance/ CA/ ICWA/ CS Inter.
iii	Experience	<b>Essential Experience</b> Candidate with minimum experience of 5 years and having prior experience of working in the Government sector.

		<b><u>Desired Experience</u></b> Candidate having prior experience of working in skill development programme will be preferred
iv	Additional Criteria	i. Experience in Fund Management ii. Proficiency in reading, writing & drafting and speaking in English and Hindi. iii. Require knowledge of the local language, i.e. Punjabi.

**B. Remuneration:**

- i. The candidate will be paid consolidated monthly remuneration of Rs 45,000/- (u/s 192 of the It Act), based on the experience, educational qualification and overall suitability.
- ii. The candidates will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.
- iii. The above amount will be inclusive of all statutory deductions (like PF) that NABCONS may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions.
- iv. Other than the above, the candidates are not eligible for any other facilities /allowances like leave encashment, performance bonus, leave travel concession etc.  
The staff will be liable for tax liabilities as per section 192 of the Income Tax Act & Rules in force and the tax will be deducted at source.

In addition to the above remuneration, the selected candidate will be eligible for other facilities as under:

- i. Travel Facilities: TA/DA facilities will be as per the PSDM norms/Government of Punjab norms.
- ii. The expert should generally be stationed in Chandigarh. However, depending upon requirement they may be deputed to district for field visits etc. The experts have to follow the working hours and working days of Govt. of Punjab.
- iii. Experts shall get prior approval of Member Secretary, PSDM before leaving Head Quarter.
- iv. Leave entitlement and computation will be effective from date of start of project.
- v. An expert can avail maximum 12 leaves per year on pro-rata basis.
- vi. Leave can't be claimed as expert's right. Except in case of emergencies, all leaves will be granted subject to organization's requirements. A situation will be considered an emergency on a case by case basis and will be decided by the Member Secretary PSDM.

**C. Age Criteria:**

Post	Age (as on 01 November 2020)
Associate Project Consultant - Finance	Preferably below 40 years

**D. 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.

**E. How to Apply:**

Interested candidates may apply online in the prescribed format within 10 days from **17 November 2020** to **27 November 2020** by clicking the following links and filling the details therein:

Name of the Position	Link to apply
Associate Project Consultant - Finance	<a href="https://forms.gle/B5SBaPC25S3AAoBJ6">https://forms.gle/B5SBaPC25S3AAoBJ6</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.

**Instructions:**

- i. Before applying, candidates should read all the instructions carefully and ensure that they fulfill all the eligibility criteria for the post. NABCONS would admit candidates on the basis of the information furnished in the ON-LINE application and shall verify their eligibility at the stage of interview/ joining. If, at any stage it is found that any information furnished in the ON-LINE application is false/ incorrect or if according to the NABCONS, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for the interview/joining/ not allowed to continue, if joined.
- ii. Candidates are requested to apply only ON-ONLINE through NABCONS website ([www.nabcons.com](http://www.nabcons.com)). No other mode of submission of application will be accepted.

**iii. Important Dates/Timeline**

Last date for submission of online applications	27 November 2020
<b>NABCONS reserves the right to make change in the dates indicated above.</b>	

Please note that corrigendum, if any, issued related to the above advertisement will be published only on NABCONS website ([www.nabcons.com](http://www.nabcons.com)).

**F. General Information:**

- i. Only Shortlisted candidates will be called for the interview. Location and the process of Interview 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.
- ii. 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 at the time of interview, failing which candidate will not be allowed to attend interview.
- iii. Place of posting of the candidates appointed will initially be at Punjab Location. Candidates however are liable to be posted anywhere in India as per Company requirement.
- iv. For the eligible shortlisted candidates already working with NABCONS, in case of selection for any of the posts, they will have to resign from their existing contract and sign the fresh contract.
- v. List of selected and waitlisted candidates for the posts will be uploaded in NABCONS website ([www.nabcons.com](http://www.nabcons.com)). The validity of the panel of selected and waitlisted candidates will be co-terminus with the project.
- vi. 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.
- vii. 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.

- viii. 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.
- ix. Merely satisfying the eligibly criteria does not entitle 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.
- x. 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.
- xi. The contractually engaged staff shall have no legal claim to regular absorption either during the period of contractor after the period of contract expires. Similarly, the Contract Appointee will have no claims as to seniority.
- xii. NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.

---

Advt. Ref. No. NABCONS/CO-HR/011/PBCS/2020-21

Dated: 17 November 2020