

## **NABARD Consultancy Services**

### **Require Office Assistant for Project Management Consultancy (PMC) for construction supervision of Mega Lift Projects in Cluster-X (in Mayurbhanj & Keonjhar district) in Odisha**

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 application for Office Assistant for the Project Management Consultancy (PMC) for construction supervision of Mega Lift Projects in Cluster-X (in Mayurbhanj & Keonjhar district) in Odisha.

The posting of Office Assistant will be as under:

Sl. No	Name of the Post	Vacancy	Place of Posting
1	Office Assistant	1	Mayurbhanj

#### **Scope of Work**

Position	General Scope of Work
Office Assistant	<ul style="list-style-type: none"><li>• Maintenance of office assets &amp; records.</li><li>• Maintenance of HR records, expenditure database.</li><li>• Preparation of Monthly reports.</li><li>• Book keeping and Accounting.</li><li>• Financial Management.</li><li>• Keeping, maintaining and preserving all bills as per instruction.</li><li>• Any other work within the scope of the assignment and as will be assigned by appropriate authority.</li></ul>

#### **Educational Qualification**

Position	Essential Qualification	Desirable qualification
Office Assistant	Any Graduate with knowledge in MS office	NA

Fluency in reading, writing and speaking both English and Oriya is desirable.

#### **Experience**

Position	Essential Experience	Desired Experience
Office Assistant	Minimum 2 year Experience in Corporate office works	NA

#### **Compensation package:**

Consolidated monthly compensation of Rs 16,000/- will be paid, however the remuneration is negotiable commensurate with the qualification and experience. The staff would also be entitled to Travelling Allowances during the official tours as per the guidelines that NABCONS may frame during the contract period from time to time. The staff shall not be eligible for any benefits/facilities/allowances other than consolidated monthly compensation. There will be no claim for regularization during or after the expiry of contract period.

#### **Age:**

**Upper Age Limit: 35 years as on 01 November 2017**

**Contract period:**

The engagement will purely be for a probation period of 3 months and thereafter, on contract basis for a period of 1 year commencing from the date of joining. This period however can be extended subject to satisfactory work performance based on periodic review. During the contract period NABCONS might rescind the contract if the work/conduct is found unsatisfactory at any time during the currency of this agreement. NABCONS can also terminate the contract even during the contract period without assigning any reason.

**How to Apply:**

Interested candidates may apply in the prescribed format by clicking on the following link and filling the details therein:

Position	Link to Apply
Office Assistant	<a href="https://goo.gl/forms/OQermYuclAJs7pL12">https://goo.gl/forms/OQermYuclAJs7pL12</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.

**Note: Application of candidates who do not submit their application through the above link would not be considered.**

**Last date for receipt of applications: 16 November 2017**

**General Information:**

- Applicants will be shortlisted based on the eligibility criteria indicated above. 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, which will be verified from the original documents.
- The interviews will be held at Bhubaneswar, Odisha.
- Place of posting of the person appointed will be at Mayurbhanj District, Odisha. They may however liable to be posted anywhere in Odisha State as per project requirement.
- 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 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.
- If the candidate is already in service of Govt. /Quasi-Govt. Organization or Public Sector Bank/Undertaking, he/she have to produce a proper discharge certificate from the employer before appointment. They are required to produce a "No Objection Certificate" from their employer clearly indicating vigilance/D&AR clearance at the time of interview, in the absence of which their candidature will not be considered.
- 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 process or increase/decrease/not fill up the vacancies for the captioned posts without assigning any reason.