



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

Require Project Based Contract Staff for execution of DDU-GKY Projects (Deen Dayal Upadhyay Grameen Kaushalya Yojana)

NABARD Consultancy Services (NABCONS) is a wholly owned Company of NABARD and a leading consultancy organization in the field of agriculture and rural development (www.nabcons.com), invites **ONLINE** applications from Indian Citizens on contract basis, as Project Based Contract Staff for the following posts.

The details of various posts are given below:

S.No.	Name of the Post	No. of Posts	Place of posting
1	Associate Project Consultant – Finance	01	Corporate Office, New Delhi
2	Project Associate – Finance	01	Corporate Office, New Delhi
	Total	02	

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

2. Associate Project Consultant –Finance (01 Post)

- Finance monitoring relating to the DDU-GKY project
 - Conduct Project appraisals
 - Supervise recoveries and penalties
 - Generation of financial reports as per requirements under DDU-GKY.
 - Conduct of quarterly audits and Preparation Quarterly Verification Reports
 - Training & Capacity building of SRLM/PIA staff, as and when required.
 - Conduct First Month Audit, Monthly Verification and Annual audit of accounts of Project Implementing Agencies.
 - Undertake the financial activities mentioned in Standard Operating Procedures which may be accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf , under DDU-GKY.
 - Disbursement scheduling, periodical review and monitoring through Public Financial Management System (PFMS).
 - Tracking fund utilization and instalment release based on placement verification
 - Any other work assigned from time to time.
-

B. Eligibility Criteria:

Educational Qualification	Experience
Essential: CA from reputed institute	Essential: Minimum 5 years post CA qualification experience (excluding period of articleship) in auditing & accounting etc. Desired: Candidates with prior experience in DDU-GKY projects will be preferred
Other Criteria <ul style="list-style-type: none">• Proficiency in reading, writing and speaking in English and Hindi• The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.	

3. Project Associate – Finance (01 Post)

A. Key Responsibilities:

- Assist in finance monitoring DDU-GKY projects
- Assist in Project appraisal
- Generation of financial reports as per requirements under DDU-GKY.
- Assist in preparation of Quarterly Verification Reports
- Assist in conduct First Month Audit, Monthly Verification and Annual audit of accounts of Project Implementing Agencies
- Undertake the financial activities mentioned in Standard Operating Procedures which may be accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf , under DDU-GKY.
- Documentation and Reporting
- Any other work assigned from time to time.

B. Eligibility Criteria:

Educational Qualification	Experience
Essential: B.com with at least 55% marks/ equivalent CGPA from reputed institute Preferred: M.com, B.com (Hons.) with at least 60% marks/ equivalent CGPA from reputed institute	Essential: For B.com: Minimum 4 years' experience, ideally in auditing & accounting. For B.com (Hons.)/M.com: Minimum 3 years' experience (in auditing & accounting, Desired: Candidates with prior experience in DDU-GKY projects will be preferred
Other Criteria <ul style="list-style-type: none">• Proficiency in reading, writing and speaking in English and Hindi• The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.	

4. **Age:**

Position	Age (as on 01 October 2021)
Associate Project Consultant – Finance	Preferably below 35 years
Project Associate – Finance	Preferably below 35 years

5. **Remuneration:**

Candidate will be paid consolidated remuneration based on the experience, educational qualification and overall suitability of the candidate for the post as under:

Position	Range of Remuneration- Per month
Associate Project Consultant – Finance	Rs. 55000/-
Project Associate – Finance	Rs. 39,000/-

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

In addition to the remuneration as mentioned above, consultants are eligible for other facilities as per NABCONS policy.

6. **Contract Period:**

The Project Based Contract Staff 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 the contract is terminable by giving three months' notice on either side.

7. **How to Apply:**

Interested candidates may apply online in the prescribed format within 10 days from 12 October 2021 to 21 October 2021 by clicking on the following links and filling the details therein:

Position	Link to Apply
Associate Project Consultant – Finance	https://forms.gle/QdaGpf2UqK63iYEy8
Project Associate – Finance	https://forms.gle/YkqnP86EDMt7noii6

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.

8. **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). No other mode of submission of application will be accepted.

iii. **Important Dates/Timeline**

Last date for submission of online applications	21 October 2021 Midnight
NABCONS reserves the right to make change in the dates indicated above.	

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

9. **General Information:**

- Only Shortlisted candidates will be called for the interview and may also be assessed for their Writing Skills and Excel proficiency. Location for the 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.
- 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 Associate Project Consultant and Project Associate appointed will be at Delhi. Further, as a part of their functioning the above consultants may be required to travel across the State of Delhi and other parts of the country from time to time.
- 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.
- 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. Applications received after the due date shall not be entertained and will be rejected.
- Applications received after the due date shall not be entertained and will be rejected.
- 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
- 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.

- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.

Advt. Ref. No. NABCONS/CO-HR/008 (b)/PBCS/2021-22

Dated: 12 Oct 2021
