



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) invites ONLY ONLINE applications from Indian Citizens for the following posts as Core Contract Staff.

Details of vacancies are as under:

S.No.	Name of the Post	No. of post	Place of Posting
1	Senior Consultant	02	Corporate Office, New Delhi
2	Consultant	04	
3	Associate Consultant – Editorial	01	
Total		07	

A. Key Responsibilities & Eligibility Criteria

1. Senior Consultant (02 Posts)

S.No	Particulars	Details
i	Key Responsibilities	<ul style="list-style-type: none">i. Overall responsibility for the smooth and efficient business operation of work related to skills for livelihood vertical.ii. Lead the team of Consultants and supervise/coordinate the functions of teams at Corporate office and various accounting units of NABCONS.iii. Facilitate timely and qualitative execution of assignments related to skill sector and coordinate activities in the digital platform (i.e. ERP/e-kaushal, etc.).iv. Liasioning and networking with clients for scouting of business.v. Any other work assigned from time to time.
ii	Educational Qualification	<ul style="list-style-type: none">i. Graduation (full time) in Agriculture & Allied Sector, Environment, NRM, Economics, Science, Social sciences, rural development from a recognized institution with 60% marks or equivalent CGPA, Andii. MBA/PG degree (full time) in Management, Agriculture & Allied Sector, Environment, NRM, Economics, Science, Social sciences, rural development from a recognized institution with 55% or equivalent CGPA.
iii	Experience	<ul style="list-style-type: none">i. Minimum 9 years of experience post qualification with atleast 5 years' of experience in a reputed organization in the area of Rural Development/ Skill Development/ Livelihood/ Social Sector Projects.ii. Candidates having experience of leading the team in Central/State level Projects/ Programmes shall be given preference.
iv	Additional Criteria	<ul style="list-style-type: none">i. A valid certification in eSOP related to skill development will be an added advantage.ii. Proficiency in reading, writing and speaking in English and Hindi

		<ul style="list-style-type: none"> iii. Working knowledge of ERP/e-kaushal platform, etc. will be an added advantage. iv. Knowledge of practical use of tools such as MS Office, Google tools, including advanced Excel features for day-to-day functioning.
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2. Consultant (04 Posts)

S.No	Particulars	Details
i	Key Responsibilities	<ul style="list-style-type: none"> i. Coordinate the activities of work related to skills for livelihood vertical under supervision of the Senior Consultant/ Vertical Head. ii. Facilitate timely and qualitative execution of various assignments as a Coordinator and / Team Member. iii. Training and capacity building of various stakeholders like SRLM officials, PIAs etc. on DDU-GKY Standard Operating Procedures. iv. Preparation of technical and financial proposals for business development. Identification of agencies with whom NABCONS may partner for business and liaison with clients for business promotion. v. Any other work assigned form time to time.
ii	Educational Qualification	<ul style="list-style-type: none"> i. Graduation (full time) in Agriculture & Allied Sector, Environment, NRM, Economics, Science, Social sciences, rural development from a recognized institution with 60% marks or equivalent CGPA ii. MBA/PG degree/PG Diploma (full time) in Management, Agriculture & Allied Sector, Environment, NRM, Economics, Science, Social sciences, rural development from a recognized institution with 55% or equivalent CGPA.
iii	Experience	Minimum 5 years of Post-Qualification experience with atleast 3 years' of experience in the area of Rural Development/ Skill Development/ Livelihood/ Social Sector Projects. Candidates having experience of working at Central/State level programme implementation shall be given preference.
iv	Additional Criteria	<ul style="list-style-type: none"> i. A valid certification in eSOP related to skill development will be an added advantage. ii. Proficiency in reading, writing and speaking in English and Hindi iii. Working knowledge of ERP/e-kaushal platform, etc. will be an added advantage. iv. Knowledge of practical use of tools such as MS Office, Google tools, including advanced Excel features for day-to-day functioning.

3. Associate Consultant – Editorial (01 Post)

S.No	Particulars	Details
i	Key Responsibilities	<ul style="list-style-type: none"> i. Checking of the writers' final drafts of reports, publications and presentations. ii. Checking of uniformity of data, proper referencing in the reports, publications and presentation iii. To improve the formatting, style and accuracy of the report/ document iv. To ensure simplicity of language in the reports/ documents v. To contact writer's sources and conducting online research vi. To design and write cover headlines and sub-heads for the main report and create page layouts vii. To prepare a data bank of reports viii. Preparations of Technical and commercial proposal ix. Any other work assigned by NABCONS from time to time.

ii	Educational Qualification	Post - Graduation in English literature, journalism, mass communication, advertising or any other relevant field from reputed institutions with minimum 55% marks. With first class Graduation Degree from a recognized university.
iii	Experience	Minimum 03 years of experience in any publishing house/ academic Institution in work relating to editing and finalization of reports preferably in English language.
iv	Additional Criteria	<ul style="list-style-type: none"> i. Good computer skills, especially in MS Office Suite ii. Good Command Over English iii. High level of concentration, accuracy and attention to details iv. Ability to work under pressure and to retain author's 'voice' and 'style' after editing

B. Remuneration:

The candidate will be paid consolidated remuneration based on the experience, educational qualification and overall suitability. The candidates will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.

Position	Consolidated Remuneration*
Senior Consultant	Rs. 1,25,000/- per month
Consultant	Rs. 87,500/- per month
Associate Consultant – Editorial	Rs 55,000/- per month

**(Higher remuneration may be considered in case of highly deserving candidates based on relevant experience, qualification, last drawn salary etc.).*

C. Other Facilities: In addition to the above remuneration, candidates will be eligible for facilities as under:

- i. Lunch allowance of Rs. 2000/- per month.
- ii. Mobile and internet allowance of Rs 1500/- per month on reimbursement basis.
- iii. Newspaper allowance of Rs. 300/- per month.
- iv. Health Insurance for self and dependent members' upto premium amount of Rs. 15,000/- per year.
- v. Candidate will also be eligible for PF (optional) and Gratuity as per Company's policy. The option for PF is irrevocable and once exercised cannot be changed in future.
- vi. Halting / travelling and conveyance during official visits will be applicable as per Company's policy
- vii. Candidates will be eligible for increment linked to annual performance review.
- viii. Candidate will be eligible for Leave facilities as applicable to Core Contract Staff from time to time.

D. Age Criteria:

Position	Age (as on 01 October 2020)
Senior Consultant	Preferably below 50 years
Consultant	Preferably below 45 years
Associate Consultant	Preferably below 35 years

E. Contract Period:

Initial contract will be for a period of one year and further extendable by three years, to be renewed each year based on annual performance review, as per the existing Company's policy.

F. Termination Clause:

The contract will be terminable by three months' notice period on either side as per the existing Company's policy

G. Selection Process:

- i. The selection process may comprise of drafting skill test, computer skill test followed by Personal Interview.
- ii. Place of Interview will be indicated at the time of issuing call letters to the shortlisted candidates.

H. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from **20 October 2020 to 29 October 2020** by clicking the following links and filling the details therein:

S. No.	Name of the Position	Link to apply
1	Senior Consultant	https://forms.gle/HeFQWE8EhbaF4yRX8
2	Consultant	https://forms.gle/5NvhQ6wp5ziEFA7o8
3	Associate Consultant - Editorial	https://forms.gle/PGbnRjaXuoDpywBQ8

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). No other mode of submission of application will be accepted.
- iii. **Important Dates/Timeline**

Last date for submission of online applications	29 October 2020
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).

I. 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. In case of selected candidates having valid eSOP certification, the certificate should have validity of minimum 06 months at the time of submission of application. For selected candidates who do not have eSOP certification at the time of selection, will have to procure the same within 03 months of joining the post.
- iv. Place of posting of the candidates appointed will initially be at Corporate Office, New Delhi. Candidates however are liable to be posted anywhere in India as per Company requirement.
- v. 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.
- vi. List of selected and waitlisted candidates for the posts will be uploaded in NABCONS website (www.nabcons.com). The validity of the panel of selected and waitlisted candidates will be co-terminus with the project.
- vii. 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.
- viii. 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.
- ix. 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.
- x. 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.
- xi. 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.
- xii. 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.
- xiii. NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.