



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

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) invites ONLY ONLINE applications from Indian Citizens for the post of Associate Consultant-Company Secretary (01 Post) as Core Contract Staff at Corporate Office, NABCONS , New Delhi.

A. Associate Consultant-Company Secretary - Key Responsibilities:

- i. Corporate Governance-advising on good governance practices and compliances of Corporate Governance norms as prescribed under various laws
- ii. Corporate Secretarial Services- filing, registering forms, returns on behalf of the company, arranging Board/general meetings and maintaining records, work relating to shares and their transfer
- iii. Corporate Law advisory- advising Company on compliances of legal and procedural aspects of different applicable laws.
- iv. Compliance- Internal audit, statutory audit, CAG audit etc.
- v. Knowledge of preparation of finance & accounts, taxation& tax laws
- vi. Any other work assigned from time to time

B. Eligibility Criteria

I. Educational Qualification:

Graduate with Associate membership of the Institute of Company Secretaries of India. Candidates with additional qualification in accounts, business management, finance, law will be preferred

II. Experience:

At least three years of experience, post CS qualification

III. Age Criteria:

Candidates should be preferably below 35 years as on 31 December 2019.

C. Remuneration:

The candidate will be paid consolidated remuneration of Rs. 55,000/- per month. The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.

D. Other Facilities:

In addition to the remuneration as mentioned above, other facilities as under will be provided:

- i. Lunch allowance of Rs 2000/- per month.
- ii. Mobile and internet allowance of Rs 1500/- per month on declaration on reimbursement basis.
- iii. Health Insurance for self and family including dependent parents upto premium amount of Rs. 15000/- per year

- iv. Candidate will also be eligible for PF and Gratuity as per Company's policy. It may be mentioned that the option for PF is irrevocable and once exercised cannot be changed in future.
- v. Halting / travelling and conveyance during official visits will be applicable as per Company's policy
- vi. Candidates are eligible for annual increment on satisfactory performance and completion of one year of service
- vii. Candidate will be eligible for Leave facilities as applicable to Core Contract Staff from time to time.

E. Contract Period:

Initial contract for one year which may be extended for a further period in block of three years based on periodic performance review, as per extant Company's policy.

F. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 23 January 2020 to 01 February 2020 by clicking on the following link and filling the details therein:

Position	Link to Apply
Associate Consultant- Company Secretary	https://forms.gle/tUyojseE9MwmmGPq9

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.

G. Last date for submission of online applications: 01 February 2020

H. General Information:

- Only Shortlisted candidates will be called for the interview. Location for the Selection process will be New Delhi. 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 shall be produced for verification at the time of interviews, failing which candidate will not be allowed to attend the interview.
- Place of posting of the candidate appointed will initially be at Corporate Office, New Delhi. Candidates however are liable to be posted anywhere in India as per Company requirement.
- 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 waitlisted panel will be for one year.
- No correspondence will be entertained from any ineligible and non-selected candidate in all matters regarding eligibility, 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 (as per section B) . 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 online mode provided in this advertisement only will be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.
- 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 selected candidates will have no claims as to seniority.

Advt. Ref. No. NABCONS/CO-HR/021/CCS/2019-20

Dated: 23 January 2020