



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

Requirement of Project Based Contract Staff for the project “Knowledge Partner as part of PMU at the State level under Agriculture Infrastructure Fund” in Kerala

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). NABCONS invites **ONLY ONLINE** applications from Indian Citizens for 09 posts in various capacities on contract basis as Project Based Contract Staff(PBCS) for the project “**Knowledge Partner as part of Project Management Unit (PMU) at the State level under Agriculture Infrastructure Fund (AIF)**” in Kerala

NABCONS has been appointed by Department of Agriculture, Kerala as Knowledge Partner as part of PMU under Agriculture Infrastructure Fund at state level in Kerala. As per the Agricultural Infrastructure Fund scheme benefit of Interest subvention and Credit guarantee will be given for the Post Harvest Infrastructure and for building of community farming assets.

A. Details of vacancies and place of posting is as under:

Sr.No.	Post	Vacancy	Place of posting
1	Team Leader (Banking Expert)	01	Kerala (Thiruvananthapuram)
2	Post-Harvest Management Expert	01	Kerala (Thiruvananthapuram)
3	Agriculture Expert	01	Kerala (Thiruvananthapuram)
4	MIS Expert	01	Kerala (Thiruvananthapuram)
5	Zonal Coordinators	05	At different districts in Kerala which will be intimated later
Total		09	

B. Key Responsibilities:

S.No	Posts	Key Responsibilities
i.	Team Leader (Banking Expert)	<ul style="list-style-type: none">Identifying infrastructure gap in potential clusters of the stateIdentification of potential players in the state/ UT and provide necessary guidance to them for getting support under Agriculture Infrastructure FundStrategizing execution of state level target and following up at several levels for timely achievement of state level targetOrganization of meetings and workshops with state level stakeholders for capacity building and awareness creation.Monitoring proper execution of the project across districts.Conducting field visit to potential clusters

		<ul style="list-style-type: none"> • Providing handholding support for preparation of DPR with the help of professionals • Providing handholding support to potential borrowers to submit proposals in portal • Following up with lending institutions for timely sanction and disbursement of applied loan • Conducting field visit to sample units after execution • Conducting workshops and awareness programmes for FPOs, Cooperatives, SHGs and other groups. • Team Management and leadership • Submission of Monthly Action Plan • Submission of Monthly Progress Report • Field visits • Coordinating District Level Monitoring Committee (DLMC) and State Level Monitoring Committee(SLMC) • Submission of Documentation of success stories • Overall in charge of the PMU. He will report to NABCONS and Agri Dept.
ii	Agriculture Expert	<ul style="list-style-type: none"> • Awareness creation among potential borrowers • Handholding support to willing borrowers • Providing technical inputs related to the subject • Design and conduct of monitoring visits/studies and stake holder consultations/discussions for policy inputs/implementation of schemes • Scrutiny of DPR • Assist in the development and improvement of the MIS systems to ensure effective monitoring • Any work assigned by Team Leader
iii	Post-Harvest Management Expert(PHME)	<ul style="list-style-type: none"> • The PHME will assist the project in planning, scheduling & coordination of activities in the project pertaining to Farm level value addition through post-harvest management. • Assist the Project in identifying the weak areas with reference to PHM of identified agricultural and horticultural commodities and work out possible interventions to mitigate the problems at different steps of the value chain. • Liaise and coordinate with all stakeholders/relevant private sectors participants (e.g. agribusiness entrepreneurs, processors, exporters, banks and other service providers etc.,) who would be potentially interested in the development of post-harvest business propositions in the project area, and also with other similar projects in the state • Documenting success stories, best practices, innovative models in PHM emerging from project interventions and disseminating these at relevant forums; • Participate in workshops and learning/exchange forums as needed. • Any work assigned by Team Leader

iv	MIS Expert	<ul style="list-style-type: none"> • Design various formats, templates, dashboards etc for comprehensive monitoring of the scheme • Perform data analysis for generating reports on periodic basis. • Provide support and maintenance for Management information systems (MIS). • Oversee and carry out the development and implementation of technology related user-training programs. • Develop MIS documentation to allow for smooth operations and easy system maintenance. • Provide strong reporting and analytical information support to management team. • Responsible for creating and managing the various databases required for AIF scheme performance • Develop and implement MIS policies to ensure data accuracy and security. • Develop and maintain system plan including operational requirements as per the AIF Standard Operating Procedures • Conduct training on MIS activities to increase staff expertise. • Designing, monitoring, analysing, and troubleshooting IT systems. • Ensure timely and accurate generation MIS reports. • Identify and recommend improvements to established procedures, forms and workflows. • Prepare periodic report and make it available for all team for effective monitoring • Support stakeholders in resolving all technical issues related to data management and online processes on the portal of AIF. • Coordinate with all external agencies/partners for resolving issues related to online data management and processes. • Any other work assigned from time to time.
v	Zonal Coordinators	<ul style="list-style-type: none"> • Mobilization/Identification of right beneficiaries as per scheme guidelines (AIF) • Helping them for the preparation of DPR • Uploading of proposals with DPR • Pursuing the projects for recommendation by Govt. Of India to the banks • Taking up the proposals with banks for sanction and disbursement • Monitoring and reporting of such projects • Besides AIF activities, the PMU can be assigned tasks of other schemes related to Govt. of India • Any other work assigned by the Department • Any work assigned by Team Leader

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C. Eligibility Criteria

S.No	Post	Educational Qualification	Experience
1	Team Leader (Banking Expert)	MBA (Banking & Finance)	An expert in financial services with 20 years of experience in the banking sector. Preference will be given to those with experience in agri-credit and project appraisal in the financial sector
2	Agriculture Expert	Post-graduation in Agri business management / PGDM	5 to 7 years of experience in the related projects. Preference will be given to degree holders from reputed institutes in the top slots as per NIRF ranking
3	Post-Harvest Management Expert	Graduate or Post-Graduate in Food technology/ Food science/ Food processing / Post harvest management/ Management degree	Specialization in agri supply chain, with 5 to 7 years of experience in related projects. Preference will be given to degree holders from reputed institutes as per NIRF ranking
4	MIS Expert	B Tech in Computer Applications/ IT	3 to 5 years of experience in the related projects
5	Zonal Coordinators	Professional degree in Agriculture/Horticulture	1-2 year of experience in the related projects

D. Age Criteria:

Position	Maximum Age (as on 31 st January 2022)
Team Leader (Banking Expert)	55 years
Agriculture Expert	40 years
Post-Harvest Management Expert	40 years
MIS Expert	35 years
Zonal Coordinators	30 years

E. Remuneration

Candidates will be paid consolidated monthly remuneration based on the experience and educational qualification and overall suitability of the candidate for the posts as under. The candidates will be liable for tax liabilities under section 194 J of the Income Tax Act & Rules in force and the tax will be deducted at source:

Post	Consolidated Monthly remuneration
Team Leader (Banking Expert)	Upto Rs 1,10,400/-

Agriculture Expert	Upto Rs 73,600/-
Post-Harvest Management Expert	Upto Rs 55,200/-
MIS Expert	Upto Rs 36,800/-
Zonal Coordinators	Upto Rs 49,450/-*

* including of TA/ DA

The above remuneration will be inclusive of all statutory deductions that NABCONS may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions.

Other Facilities

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

S.No	Particulars	Eligibility as per post
A	Allowance during field visits	
i	TA/Conveyance/Hotel/HA (except Zonal Coordinators)	<ul style="list-style-type: none"> As per the extant guidelines of NABCONS (If applicable)
ii	Tours	<ul style="list-style-type: none"> Team leader maximum 7 days field visit per month Agriculture and Post-Harvest Expert maximum 5 days field visit per month
B	Leave	
i	Permissible absence	<ul style="list-style-type: none"> One leave per month for all the team members

Note: Other than the above, the consultants are not eligible for any other facilities/allowance like leave encashment, performance bonus, leave travel concession, etc.

F. Contract Period:

The Project Based Contract Staff (PBCS) will be appointed on contract basis initially for a period upto 31 December 2022 which may be extended based on requirement of the project and performance or will be co-terminus with the project period

G. Termination of contract

Initial 03 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 03 months' notice period on either side as per NABCONS policy.

H. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 16 February 2022 to 25 February 2022 by clicking on the following links and filling the details therein:

Position	Link to Apply
Team Leader (Banker)	https://forms.gle/YXDi6V4G86zv1KrT8
Agriculture Expert	https://forms.gle/NCHJMD5X7NGXUPqR7
Post-Harvest Management Expert	https://forms.gle/EFrLXSDhUxRMtcAj9
MIS Expert	https://forms.gle/bJUvAjPz5gmwKiYV9

Zonal Coordinators	https://forms.gle/FDWbWUkyA4mdsj4S8
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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/ Timelines**

Last date for submission of online applications	25 February 2022 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).

I. General Information

- Only Shortlisted candidates will be called for the interview and may also be assessed for their proficiency in MS Office/ data management. 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 interview may be held in person or through virtual mode as may be required.
- 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 posts will be as per the locations mentioned in Section A above. The candidates can be posted anywhere in India depending upon the project requirement. Further, as a part of their functioning the above consultants may be required to travel across the mentioned state and other parts of the country from time to time. NABCONS will not provide accommodation for the selected/appointed candidates.
- 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 one year from the date of result.
- 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 / short listing with reference to candidate's qualification, suitability, experience, etc. 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 will only be accepted.
- 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.
- The selected candidates shall not take up any part time / full time employment or assignments elsewhere or do any business during the period of their contract with NABCONS. The engagement shall automatically be terminated if he/ she joins any other organization without giving prior information. In such an event, NABCONS shall have the right to claim compensation/ damages, if any, as it may deem fit.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.