



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

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**Requirement of Project Based Contract Staff for execution of Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY) in New Delhi**

NABARD Consultancy Services (NABCONS), a wholly owned subsidiary of NABARD is a leading consultancy organization in the field of agriculture and rural development ([www.nabcons.com](http://www.nabcons.com)). NABCONS as the Central Technical Support Agency (CTSA) for 18 States under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) of Ministry of Rural Development (MoRD), Government of India, invites **ONLY ONLINE** applications from Indian Citizens for the post of **Consultant Placement Coordinator (01 Post)** as Project Based Contract Staff at Corporate Office, NABCONS , New Delhi

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

**A. Key Responsibilities:**

- Build and maintain strong relationships with employer partners.
- Track all activities and compliances of CXO Meet, Industry Connect, Job Mela etc.
- Identify the number and types of positions available and suitable for DDUGKY trained candidates.
- Assist with maintaining employer database(s) and submit periodic reports as and when required.
- Organizing and conducting networking events for all stakeholders.
- Any other work assigned from time to time.

**B. Eligibility Criteria:**

**a. Educational Qualification:**

Minimum Educational Qualification	Preferred Qualification
Graduation (full time) in any subject with MBA in HR (full time) with minimum 55% or equivalent CGPA from a recognized institution	Proficiency in reading, writing and speaking in English and Hindi Proficiency in Report writing, MS- Excel, MS-Word, Power point is desirable

**b. Experience:**

Essential Experience	Desired Experience
3 year of proven experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in liaisons with various industries for placement. Should have minimum of 1 year experience as an Officer in Public Relations in Educational Institutions/Public Sector Undertakings/ Autonomous Bodies/ Reputed private firms.	Candidates with relevant work experience in placement related projects under DDU-GKY or any other skill training projects by Govt. of India or State Government with experience of web based monitoring.

**C. Remuneration:**

Candidates will be paid consolidated remuneration (u/s 192 of the IT Act) based on the experience, educational qualification and overall suitability of the candidate for the post as under:

Position	Range of Remuneration- Per month
Consultant Placement Coordinator	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 also be provided:

- Lunch allowance of Rs 2000/- per month.
- Mobile and internet allowance of Rs 1000/- per month.
- Candidates 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.
- Travelling allowance, halting allowance and local conveyance facilities for official travel as applicable from time to time under the project.
- Candidate shall be eligible for casual leaves of 18 days per calendar year as per NABCONS policy

**E. Age:**

The age of the consultant shall be below 45 years as on 01 October 2020.

**F. Contract Period:**

The PBCS 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 three months’ notice on either side.

**G. 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 on the following links and filling the details therein:

Name of the Post	Link
Consultant Placement Coordinator	<a href="https://forms.gle/PMA2VV5MSVy9Z1Yr9">https://forms.gle/PMA2VV5MSVy9Z1Yr9</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.

**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](http://www.nabcons.com)). No other mode of submission of application will be accepted.

iii. **Important Dates/Timeline**

<b>Last date for submission of online applications</b>	<b>29 October 2020</b>
<b>NABCONS reserves the right to make change in the dates indicated above.</b>	

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

**H. General Information:**

- Only Shortlisted candidates will be called for the interview. Location for the Selection process 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 candidate appointed will initially be at Corporate office, New Delhi. They may however be liable to be posted anywhere in India as per project requirement.
- 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](http://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.
- The selected candidates will have to sign a one year bond with the company - In case for any reason, the selected candidate leaves the services of the Company before the contract period of one year from the date of commencement of duties (excluding the unauthorized leave) then the candidate shall forthwith pay a sum equivalent to one (01) month remuneration as mentioned in section (C) above. This amount will be in addition to shortfall in notice period, if any. Acceptance request for relieving in such case will not be given till the realization of Bond amount.
- 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 eligibility criteria.

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

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Advt. Ref. No. NABCONS/CO-HR/010(b)/PBCS/2020-21

Dated: 20 October 2020