



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

Require 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). NABCONS has been appointed 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. NABCONS invites **ONLY ONLINE** applications from Indian Citizens for the post of Associate Project Consultant (05 Posts) as Project Based Contract Staff.

(A) Details of the posts, no of vacancies and place of posting are as under:

S.No	Name of the Post	No. of Posts	Place of posting
1	Associate Project Consultant	05	Corporate Office, New Delhi
Total		05	

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.

1. Associate Project Consultant:-

Key Responsibilities:

- Undertake Web based Appraisal of projects relating to skill training.
- Undertake Vetting of documents relating to the projects.
- Undertake Monitoring of Projects including field visits & inspection.
- Undertake Financial monitoring of projects.
- Physical verification of placed candidates as per scheme Guidelines.
- Data Collection, analysis and management of data.
- Support program management.
- Supervision of project sites to ensure established protocols have been implemented under DDU-GKY.
- Provide capacity building to all project monitoring staff, including staff of partner SRLMs/PIA.
- Design and/ or adopt monitoring, evaluation, and learning tools appropriate for skilling projects.
- Conduct real-time analysis for better project implementation and organizational learning.
- Routinely conduct quality control checks.
- Attend periodical meetings with MoRD/SRLMs to review project implementation, identify challenges monitoring and plan for corrective measures.
- Undertake any activity mentioned in SOP under DDU-GKY
- Any other work assigned from time to time.

(B) Eligibility Criteria

i. Educational Qualification:

Position	Essential Qualification	Other Criteria
Associate Project Consultant	Graduation in any subject with MBA/Post Graduate Diploma in Management /Rural Management/Finance from a reputed institution.	<ul style="list-style-type: none">• The candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point.• Candidates having qualification in MBA Finance will be preferred.• Proficiency in reading, writing & drafting and speaking in English and Hindi

ii. Experience:

Position	Essential Experience	Desired Experience
Associate Project Consultant	Candidates with minimum 01 year work experience post qualification in monitoring projects under Skill Training Programs/ Rural Development Programs; Experience of web based monitoring.	Candidates with relevant work experience in monitoring projects under DDU-GKY or any other skill training projects by Govt. of India or State Government with experience of web based monitoring.

(C) Age Criteria:

Position	Age (as on 01 August 2018)
Associate Project Consultant	Preferably below 40 years

(D) Remuneration:

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

Position	Consolidated Monthly Remuneration
Associate Project Consultant	Rs. 37,000/-

(E) 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.
- Casual leaves of 18 days per calendar year during the contract period on proportionate basis provided that not more than 06 days casual leave may be availed at a stretch including Saturday/Sunday/Holiday on one occasion, absence beyond above period will be treated without pay.

(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 NABCONS reserves the right to terminate the contract by giving one month notice within the contract period.

(G) How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 03 October 2018 to 12 October 2018 by clicking on the following links and filling the details therein:

Position	Link to Apply
Associate Project Consultant	https://goo.gl/forms/INz9DIuWWe6B6e3D3

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.

Last date for submission of online applications: 12 October 2018

(H) General Information:

- Only Shortlisted candidates will be called for the interview and may also be assessed for their Excel proficiency. 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 as well as Excel proficiency test 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) 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 selected candidates will have to sign a one year bond with the company i.e. 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 (D) above. Acceptance request for relieving in such case will not be given till the realization of Bond amount.

- 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.
- 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/011/PBCS/2018-19

Dated: 03 October 2018