



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

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**Require Project Based Contract Staff for implementation of E Shakti project of NABARD at Micro Credit Investment Department (MCID) of NABARD, Head Office, Mumbai**

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](http://www.nabcons.com)). NABCONS invites **ONLY ONLINE** applications from Indian Citizens for the post of Junior Consultant (02 Posts), as Project Based Contract Staff.

The posting for post at Mumbai, will be as under:

S.No	District	No. of post	Place of Posting
1	Junior Consultant	02	Micro Credit Investment Department (MCID) of NABARD, Head Office, Mumbai

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. Project Background**

The SHG movement in India is the World's largest Community based microfinance programme, benefiting nearly 102 million rural households through 8.5 million Self Help Group (as on 31.03.2017). It has now reached a stage where creating reliable data, based on books maintained by SHGs, may prove to be a game changer and may bring a paradigm shift in the way the hitherto unbanked poor are financed. Realising that IT is paramount for creating 'Digital India', NABARD launched a pilot project for digitization of SHGs titled "EShakti". Further details of the project can be seen at <https://eshakti.nabard.org/>.

EShakti is designed to capture the demographic and financial profiles of the SHGs as well as the members. It also captures the Aadhaar and EPIC (Electors Photo Identity Card) numbers of the members. It is a project on digitisation of SHG accounts and to bring SHG members under the fold of Financial Inclusion, thereby enabling them access to wider range of financial services, together with increasing the bankers' comfort in credit appraisal and linkage.

The robust design of the platform creates a rich database which can be used by banks and various Government Departments like Panchayati Raj, Health & Family Welfare, Women and Child Development, Education etc., which could facilitate in implementation of their schemes. At a later date, even private sector, on selective basis, can use the data for furthering the livelihoods of SHG members by enrolling them as their agents for providing goods and services to the rural market and also implement their CSR activities.

**B. Junior Consultant - Key Responsibilities:**

The primary duties and responsibilities of the Junior Consultants shall be as follows

- i. Oversee smooth implementation of the project across the states.
- ii. Coordination with Jr. Consultants at Regional Offices/ Districts.
- iii. Manage/resolve issues involved in project implementation.

- iv. Continuous monitoring of the project (Technical, Physical and Financial).
- v. Compilation/ Submission of weekly/fortnightly reports on the status of implementation to the Senior Project Advisor (SPA)/Head Office.
- vi. Liaising with ASP, Senior Project Advisor, Regional Offices, District Development Managers and Head Offices Officials.
- vii. Making regular visits to Districts/Self Help Groups, Regional Offices and Check;
  - Whether financial data entered matches with those being maintained in the registers.
  - Whether the books of accounts of the SHGs are up to date
  - Whether Data entry is taking place regularly
  - Data appearing in the mobiles are correct
- viii. Supervision of the execution of the prescribed activities.
- ix. Documentation of the implementation of the project.
- x. Coordination with Regional Offices/ NABCONS regarding Jr. Consultant related payments and maintaining the related data.
- xi. Conduct meetings
- xii. Additional items of work, assigned by the department

### C. Eligibility Criteria

- i. **Qualification:** Graduation in any stream with requisite awareness/knowledge in **Information Technology and Accounting**.
- ii. **Experience:** Candidates having minimum 2 Years of Experience will be preferred. Further, candidates should preferably have experience in any one of the following:-
  - NGO sector
  - Networking with Govt. agencies/ Departments
  - Basic Book Keeping and Banking awareness
  - Possess Knowledge of Self Help Group environment /ecosystem.
- iii. **Other Criteria**
  - Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning
  - Proficiency in reading, writing and speaking English and local language.
- iv. **Age:** Candidate should be minimum 24 years of age and maximum 35 years at the time of submission of application as on 01 July 2018.

### D. Remuneration:

Candidate will be paid consolidated Remuneration of Rs. 20,000/- Per month all inclusive. The amount 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. A performance linked increment of 5 % (maximum) would be granted to the candidates after completion of 1 year of contract on annual performance review.

### E. Other Facilities:

Sl. No.	Particulars	Eligibility
A.	<b>Allowance during field visits</b>	
i.	TA/ Conveyance/Hotel/HA	Boarding/ Lodging/ Halting Allowance - Max: Rs.2,000/- per day ( Including Hotel- maximum

		Rs.1000/- including taxes, on actual basis and Rs.1000/- towards Boarding and HA) TA/ Conveyance – Max: Rs.2,000/- per tour (III AC Travel + Conveyance), on actual basis.
<b>B</b>	<b>Insurance</b>	
i.	Premium of comprehensive medical insurance	Rs.6500/- per year
<b>C</b>	<b>Other</b>	
i.	Permissible absence (other than Sunday/ holiday)	12 days in a year @ 1 day per month. (Working days will be from Monday to Saturday)  i. Casual leaves shall be admissible of 12 days per calendar year during the contract period on proportionate basis, provided that, not more than 06 days of casual leave may be availed at a stretch including Saturday/Sunday/Holiday on one occasion.  ii. Absence beyond above period will be treated leave without pay.

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:**

- i. Junior Consultants, will be appointed on contract basis initially for a period of one year which may be extended based on satisfactory performance of duties and project requirement (on selective basis).
- ii. First 3 months will be of 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.
- iii. The Junior Consultants shall be required to discharge duties and responsibilities assigned to them with honesty, integrity and in conformity with the set principles of NABARD.
- iv. The services will be of temporary nature and can be terminated by giving a notice of 30 days.

#### **G. How to Apply:**

Interested candidates may apply online in the prescribed format within **10 days** from **02 July 2018** to **11 July 2018** by clicking on the following links and filling the details therein:

<b>Position</b>	<b>Link to Apply</b>
<b>Junior Consultant</b>	<a href="https://goo.gl/forms/LcsvOZIRKufMVXPy1">https://goo.gl/forms/LcsvOZIRKufMVXPy1</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.

#### **H. Last date for submission of online applications: 11 July 2018**

## **I. General Information:**

- Only Shortlisted candidates will be called for the interview. Selection process may comprise of 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 NABARD Head Office, Mumbai. They may however be liable to be posted anywhere in India as per project requirement.
- Selected candidate may have to undertake field visits, as required from time to time.
- 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.
- 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 will only be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.