



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 Guwahati**

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 as the Central Technical Support Agency (CTSA) for 5 North-eastern States (Manipur, Mizoram, Arunachal Pradesh, Nagaland and Tripura) under Deen Dayal Upadhyay 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 Program Manager- Monitoring & Evaluation (01 Post), as Project Based Contract Staff.

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

S.No	District	No. of post	Place of Posting
1	Program Manager- Monitoring & Evaluation	01	Zonal Office, North Eastern Region, NABCONS, Guwahati

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. Program Manager- Monitoring & Evaluation - Key Responsibilities:**

- Shall help in implementation of DDU-GKY and its key Non-Negotiable.
- Monitoring of project sites to ensure established protocols have been implemented.
- Provide capacity building to all project monitoring staff, including staff of State Rural Livelihood Missions (SRLMs)/ Project Implementing Agencies (PIAs)
- Design and/or adopt monitoring, evaluation, and learning tools appropriate for Skilling projects.
- Conduct real-time analysis for better project implementation and organizational learning.
- Streamlining and undertake concurrent monitoring and placement verification as per scheme guidelines which may accessed at the following link : [http://ddugky.gov.in/sites/default/files/SOP/SOP\\_Part\\_1.pdf](http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_1.pdf) & [http://ddugky.gov.in/sites/default/files/SOP/SOP\\_Part\\_2.pdf](http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf) , under DDU-GKY
- Assist in online monitoring and audit of the outcomes and progress, of the projects.
- To represent the Central Technical Support Agency (CTSA) in review meetings in NABCONS Corporate Office, State Rural Livelihood Missions (SRLMs), Ministry of Rural Development (MoRD) etc.
- Identify challenges in monitoring, and plan for corrective measures.
- Any other work assigned from time to time.

## **B. Eligibility Criteria**

- **Qualification:** Graduation with atleast 55% marks/ equivalent CGPA from reputed institute in any stream.
- The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.
- Proficiency in reading, writing and speaking English and Hindi. However candidates having proficiency in local language in 05 North Eastern states viz. Manipur, Nagaland, Arunachal Pradesh, Tripura and Mizoram may be given preference.
- **Essential Experience:** Candidate with minimum 02 years of post qualification experience in monitoring of projects.
- **Desired Experience:** 02 Years preferably under Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY) or any other Skill Development project by Government of India or State Government with experience of web based monitoring.
- **Age:** Candidate should preferably be below 50 years as on 01 June 2018.

## **C. Remuneration:**

Candidate will be paid consolidated remuneration of Rs. 40,000/- p.m. based on the experience, educational qualification and overall suitability. 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:

- i. Lunch allowance of Rs 2000/- per month.
- ii. Mobile and internet allowance of Rs 1000/- per month.
- iii. 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.
- iv. Travelling allowance, halting allowance and local conveyance facilities for official travel as applicable from time to time under the project.
- v. 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

## **E. 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.

## **F. How to Apply:**

Interested candidates may apply online in the prescribed format within 10 days from 28 June 2018 to

08 July 2018 by clicking on the following links and filling the details therein:

Position	Link to Apply
Program Manager- Monitoring & Evaluation	<a href="https://goo.gl/forms/oP7feYLE7GZieQIN2">https://goo.gl/forms/oP7feYLE7GZieQIN2</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.

**G. Last date for submission of online applications: 08 July 2018**

**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 Guwahati regional office. They may however be liable to be posted anywhere in India as per project requirement.
- Selected candidate may have to undertake field visits in other North Eastern states, as required from time to time.
- 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 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.

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Advt. Ref. No. NABCONS/CO-HR/007/PBCS/2018-19

Dated: 28 June 2018