



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

Require Project Based Contract Staff for execution of Himayat Projects (Deen Dayal Upadhyay Grameen Kaushalya Yojana) in Jammu & Kashmir

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 as the Technical Support Agency (TSA) for Himayat Mission Management Unit (HMMU), Jammu and Kashmir State Rural Livelihood Mission (JKSRLM) for implementing placement linked skill training programme under Himayat (DDU-GKY) in Jammu & Kashmir State 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 State Coordinator (01 Post), Project Consultant - Finance (01 Post), Project Consultant – Monitoring and Evaluation (M&E) (01 Post), Associate Project Consultant (06 Posts) on contract basis, as Project Based Contract Staff.

The posting for various posts at Jammu & Kashmir, will be as under:

S.No.	Name of the Post	No. of Posts	Place of posting
1	State Coordinator	01	Jammu
2	Project Consultant - Finance	01	Jammu
3	Project Consultant – Monitoring & Evaluation	01	Jammu
4	Associate Project Consultant*	06	Jammu (04 Post) Srinagar (02 Post)
	Total	09	

**In case of the post for Associate Project Consultant, candidates will have option to apply for Jammu or Srinagar or both the locations, in order of preference.*

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. State Coordinator - Key Responsibilities:

- To lead the team of Project Consultants and Associate Project Consultants
- Coordinate overall operation system and process.
- Support in better management of reporting and information flow
- Manage and increase the effectiveness and efficiency of Himayat (DDU-GKY) Programme
- To ensure that appropriate standards of conduct are established and complied with as per DDU-GKY scheme guidelines, which may accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/DDUGKY_CNN_aligned_Guidelines_July_2016.pdf
and Standard Operating Procedures which may be 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_2.pdf

- To implement, maintain and manage an effective system of controls throughout Himayat (DDU-GKY) covering non-financial as well as financial activities by improving the organizational planning, operational systems, processes, information flow and reporting in Himayat (DDU-GKY).
- To be responsible for reporting and communication to NABCONS Corporate Office (Delhi) & Regional Office (Jammu), HMMU (JKSRLM), MoRD, Project Implementing Agencies (PIAs) etc.
- To represent the TSA in review meetings in NABCONS Corporate Office, HMMU (JKSRLM) & MoRD etc.
- Any other work assigned from time to time.

2. Project Consultant (Finance) -Key Responsibilities:

- The incumbent would be responsible for generation of internal and external financial reports as per requirements under Himayat (DDU-GKY).
- Conducting First Month Audit, Monthly Verification and Annual audit of the accounts of PIAs
- Undertake any financial activity mentioned in Standard Operating Procedures which may accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf , under DDU-GKY.
- Disbursement scheduling, periodical review and monitoring through Project Financial Management System (PFMS).
- To represent the TSA in review meetings in NABCONS Corporate Office, HMMU (JKSRLM), MoRD etc.
- Tracking fund utilization and instalment release based on placement verification
- Any other work assigned from time to time.

3. Project Consultant (Monitoring & Evaluation)- Key Responsibilities

- Monitoring of project sites to ensure established protocols have been implemented
- Provide capacity building to all project monitoring staff, including staff of HMMU (JKSRLM) / 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_2.pdf , under DDU-GKY
- Assist in online monitoring and audit of the outcomes and progress, of the projects.
- To represent the TSA in review meetings in NABCONS Corporate Office, HMMU (JKSRLM), MoRD etc.
- Identify challenges in monitoring, and plan for corrective measures.
- Any other work assigned from time to time.

4. Associate Project Consultant – Mobilization, Counselling, Monitoring, PIA Coordination, Information Education and Communication (IEC) –

Key Responsibilities:

- To support mobilization and counselling of the candidates.
- Support for organizing the job fairs, planning for involving stakeholders like Gram Panchayat, Block & District level officers and organization for Mobilization support in counselling to candidates and parents of candidates.
- Coordinating activities of existing PIAs by tracking their overall performance
- Provide capacity building to all project monitoring staff, including staff of HMMU (JKSRLM) / PIA.
- Assist in undertaking Project Execution Readiness, Due Diligence, Inspections, Monitoring of Project

Implementing Agencies, Issue of advisory and compliance, follow-up and tracking of placement of candidates, follow-up as per prescribed norms and make strategy for retention and industry partnerships

- Develop system for knowledge management which provides the insights for policy management/formulation
- Design and 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.
- To represent the TSA in review meetings in NABCONS Corporate Office, HMMU (JKSRLM), MoRD etc.
- Any other work assigned from time to time.

Eligibility Criteria

i. Educational Qualification:

Position	Qualification	Other Criteria
State Coordinator(01)	<p>Essential: Minimum Post-Graduation with atleast 50% marks/ equivalent CGPA from reputed institute.</p> <p>Preferred: Candidates having MBA/Diploma in management from reputed institute.</p> <p>Candidates having PG qualification in Management, Agriculture, Economics, Social sciences, and Engineering and other related discipline.</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.</p>	<ul style="list-style-type: none"> • Proficiency in reading, writing and speaking in English and Hindi • Knowledge of Kashmiri, Dogri and Ladakhi (Reading and Speaking) will be preferred
Project Consultant – Finance(01)	<p>CA/ICWA/MBA (Finance) or equivalent qualification from reputed institute.</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.</p>	
Project Consultant - M&E(01)	<p>Essential: Minimum Graduation with atleast 55% marks/ equivalent CGPA from reputed institute.</p> <p>Preferred:</p> <p>Candidates having PG qualification in Management, Agriculture, Economics, Social sciences, and Engineering, IT and other related discipline.</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.</p>	
Associate Project Consultant(06)	<p>Essential: Any Graduate with at least 55% marks(equivalent CGPA) from reputed institutes</p> <p>Preferred:</p> <p>Candidates having qualification in Management, Agriculture, Economics, Social sciences, and Engineering, IT and other related discipline.</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.</p>	

ii. Experience:

Position	Essential Experience	Desired Experience
State Coordinator	Minimum Experience of 7 years post qualification in leadership roles in the areas of skill development, livelihood promotion, capacity building and implementation support for central/State Govt. schemes, program management and monitoring.	Candidates having experience in Skill development/ livelihood programs will be preferred.
Project Consultant – Finance	Minimum 4 years post qualification ideally in a project related setting; ability to establish recognized procedures to account for fund use.	Candidates having experience in Handling of audit/ accounts of skill/ livelihood projects will be preferred.
Project Consultant - M&E	Minimum 4 years of experience post qualification in Monitoring & Evaluation of Skill Development and Livelihood Projects	Candidates having experience in areas of Skill/ livelihood Training would be given preference.
Associate Project Consultant	Candidate with minimum 2 years work experience post qualification in monitoring projects under Skill Training Programs/ Rural Development Programs; experience of web based monitoring.	Candidates having experience in areas of Social Mobilization/ Counselling/Organising Job fairs/ Coordination with implementing agencies/IEC for Skill/Livelihood related activities would be given preference.

iii. Age:

Position	Age (as on 01 June 2018)
State Coordinator	Preferably below 60 Years
Project Consultant – Finance	Preferably below 50 Years
Project Consultant - M&E	Preferably below 45 years
Associate Project Consultant	Preferably below 40 years

Remuneration:

Candidate will be paid consolidated remuneration based on the experience, educational qualification and overall suitability of the candidate for the post as under:

Position	Range of Remuneration- Per month
State Coordinator	Rs. 80,000/- to Rs.1,00,000/-
Project Consultant – Finance	Rs. 55,000/- to Rs. 60,000/-
Project Consultant - M&E	Rs. 50,000 to Rs. 55,000/-
Associate Project Consultant	Rs. 35,000/-

@ The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.

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

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.

How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 07 June 2018 to 17 June 2018 by clicking on the following links and filling the details therein:

Position	Link to Apply
State Coordinator	https://goo.gl/forms/xutLsSG8n6QkDh832
Project Consultant – Finance	https://goo.gl/forms/4KymW2h1lZdAcUN22
Project Consultant –M&E	https://goo.gl/forms/QQwipDaflno38X6E3
Associate Project Consultant	https://goo.gl/forms/ORbb8XqBy9jkinh53

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: 17 June 2018

General Information:

- Only Shortlisted candidates will be called for the interview and may also be assessed for their Excel proficiency. 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 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 State Coordinator, Project Consultant (Finance), Project Consultant (M&E) and 04 Associate Project consultants appointed will be at Jammu. The place of posting for

remaining 02 Associate Project consultant will be at Srinagar. The candidates can be posted anywhere in J&K state or outside the state depending upon the project requirement. Further, as a part of their functioning the above consultants may be required to travel across the state of J&K and other parts of the country 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. 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.