



**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](http://www.nabcons.com)). NABCONS as the Technical Support Agency (TSA) to Himayat Mission Management Unit (HMMU), Jammu and Kashmir Rural Livelihood Mission (JKRLM) for implementing placement linked skill training programme in Jammu & Kashmir under Himayat (Deen Dayal Upadhyay Grameen Kaushalya Yojana) of Ministry of Rural Development (MoRD), Government of India, invites **ONLY ONLINE** applications from Indian Citizens for the post of UT Coordinator (01 Post), Project Consultant - Finance (02 Posts), Project Consultant – Monitoring and Evaluation (M&E) (02 Posts), 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	UT Coordinator	01	Jammu
2	Project Consultant - Finance	02	Jammu
3	Project Consultant – Monitoring & Evaluation	02	Jammu
4	Associate Project Consultant*	06	Jammu (04 Post) Srinagar (02 Post)
	<b>Total</b>	<b>11</b>	

*\*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 will be co-terminus with the project period.

**1. UT Coordinator**

**A. Key Responsibilities:**

- 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
- Ensure that appropriate standards of conduct are established and complied with as per DDU-GKY scheme guidelines, which may be accessed at the following link: \_

[http://ddugky.gov.in/sites/default/files/SOP/DDUGKY\\_CNN\\_aligned\\_Guidelines\\_July\\_2016.pdf](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_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)

- 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 Regional Office (Jammu), HMMU (JKRLM), MoRD, Project Implementing Agencies (PIAs) etc.
- Any other work assigned from time to time.

#### B. Eligibility Criteria:

Educational Qualification	Experience
<p><b>Essential:</b> Regular MBA/MSW with atleast 60% marks/ equivalent CGPA from reputed institute.</p>	<p><b>Essential:</b> Minimum Experience of 10 years in leadership roles in the areas of skill development, livelihood promotion, capacity building and implementation support for central/State/UT Govt. schemes, program management and monitoring.</p> <p><b>Desired:</b> Candidates having experience in Skill development/ livelihood programs will be preferred</p>
<p>Other Criteria</p> <ul style="list-style-type: none"> <li>• Proficiency in reading, writing and speaking in English and Hindi</li> <li>• Knowledge of Kashmiri, Dogri and Ladakhi (Reading and Speaking) will be preferred</li> </ul>	

#### 2. Project Consultant (Finance)

##### A. 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 be accessed at the following link:  
[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.
- Disbursement scheduling, periodical review and monitoring through Public Financial Management System (PFMS).
- Tracking fund utilization and instalment release based on placement verification
- Any other work assigned from time to time.

#### B. Eligibility Criteria:

Educational Qualification	Experience
<p>CA/ICWA/MBA (Finance) from reputed institute. The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel &amp; power point.</p>	<p><b>Essential:</b> Minimum 6 years in a project related setting; ability to establish recognized procedures to account for fund use.</p> <p><b>Desired:</b> Candidates having experience in Handling of audit/ accounts of skill/ livelihood projects will be preferred.</p>

Other Criteria

- Proficiency in reading, writing and speaking in English and Hindi
- Knowledge of Kashmiri, Dogri and Ladakhi (Reading and Speaking) will be preferred

**3. Project Consultant (Monitoring & Evaluation)**

**A. Key Responsibilities**

- Conduct Monitoring visit to 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.
- Streamline and undertake concurrent monitoring and placement verification as per scheme guidelines which can 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_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 progress and outcomes of the projects.
- Identify challenges in project implementation, and plan for corrective measures.
- Any other work assigned from time to time.

**B. Eligibility Criteria:**

Educational Qualification	Experience
<p><b>Essential:</b> Minimum Post-Graduation in Agriculture/Rural development/Economics/Social Sciences /Finance with atleast 60% marks/ equivalent CGPA from reputed institute</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel &amp; power point.</p>	<p><b>Essential:</b> Minimum 6 years in Monitoring &amp; Evaluation of Skill Development and Livelihood Projects</p> <p><b>Desired:</b> Candidates having experience in areas of Skill/ livelihood Training would be given preference</p>
<p>Other Criteria</p> <ul style="list-style-type: none"><li>• Proficiency in reading, writing and speaking in English and Hindi</li><li>• Knowledge of Kashmiri, Dogri and Ladakhi (Reading and Speaking) will be preferred</li></ul>	

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

**A. Key Responsibilities:**

- To support mobilization and counselling of candidates for Skill development courses.
- Support for organizing the job fairs, work for involving stakeholders like Gram Panchayat, Block & District level officers and organization for Mobilization of candidates, 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.
- Any other work assigned from time to time.

## B. Eligibility Criteria:

Educational Qualification	Experience
<p><b>Essential:</b> Any Graduate with at least 55% marks (equivalent CGPA) from reputed institutes</p> <p><b>Preferred:</b> Candidates having Masters Degree in Management/ Agriculture/Economics/Social sciences/ Engineering or any other related fields</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel &amp; power point.</p>	<p><b>Essential:</b> Candidate with minimum 4 years work experience post qualification in monitoring projects under Skill Training Programs/ Rural Development Programs; experience of web-based monitoring.</p> <p><b>Desired:</b> Candidates having experience in areas of Social Mobilization/monitoring/Counselling/Organizing Job fairs/ Coordination with external agencies/IEC for Skill/Livelihood related activities would be given preference.</p>
<p>Other Criteria</p> <ul style="list-style-type: none"> <li>• Proficiency in reading, writing and speaking in English and Hindi</li> <li>• Knowledge of Kashmiri, Dogri and Ladakhi (Reading and Speaking) will be preferred</li> </ul>	

## 5. Age:

Position	Age (as on 01 September 2021)
UT Coordinator	Preferably below 45 Years
Project Consultant – Finance	Preferably below 35 Years
Project Consultant - M&E	Preferably below 35 years
Associate Project Consultant	Preferably below 35 years

## 6. 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	Remuneration- Per month
UT Coordinator	Rs. 87,500/-
Project Consultant – Finance	Rs. 55,000/-
Project Consultant - M&E	Rs. 55,000/-
Associate Project Consultant	Rs. 39,000/-

- 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 than the above remuneration, candidate is also eligible for other facilities/allowances

## 7. Contract Period:

The Project Based Contract Staff 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 giving three-months' notice period on either side.

#### 8. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 28 September 2021 to 07 October 2021 by clicking on the following links and filling the details therein:

S.No.	Name of the Post	Link
1	UT Coordinator	<a href="https://forms.gle/QTS7y3M9zGSrUmh18">https://forms.gle/QTS7y3M9zGSrUmh18</a>
2	Project Consultant – Finance	<a href="https://forms.gle/PWZE28iPLLGLsmk9">https://forms.gle/PWZE28iPLLGLsmk9</a>
3	Project Consultant –M&E	<a href="https://forms.gle/U77nmuvtdhe9vRY8">https://forms.gle/U77nmuvtdhe9vRY8</a>
4	Associate Project Consultant	<a href="https://forms.gle/kMBNTGZtAAraxHqq7">https://forms.gle/kMBNTGZtAAraxHqq7</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.

#### 9. Last date for submission of online applications: 07 October 2021

#### 10. General Information:

- Only Shortlisted candidates will be called for the interview and may also be assessed for their Writing Skills and 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 UT 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 consultants will be at Srinagar. The candidates can be posted anywhere in J&K UT or outside the UT depending upon the project requirement. Further, as a part of their functioning the above consultants may be required to travel across the UT 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](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.
- 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 posts without assigning any reason at any stage.

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Advt. Ref. No. NABCONS/CO-HR/006/PBCS/2021-22

Dated: 28 September 2021