



NABARD Consultancy Services Private Limited
(An ISO 9001:2015 Company)
A Wholly owned subsidiary of NABARD

Requires Project Based Contract Staff for execution of Pradhan Mantri Kaushal Vikash Yojana (PMKVY 2.0) in Odisha under Odisha Skill Development Authority

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). NABCONS has been appointed as Technical Support Agency for providing Consultancy Services to Odisha Skill Development Authority (OSDA) for setting up PMU for **Pradhan Mantri Kaushal Vikash Yojana (PMKVY 2.0) in Odisha.**

NABCONS invites **ONLY ONLINE** applications from Indian citizens for the following Posts as under:

1. Details of post, vacancies and place of posting are as under:

S.No	Name of the Post	No. of Posts	Place of posting
1	Team Leader	01	Bhubaneswar, Odisha
2	Manager - Training Provider	02	
3	Manager - MIS	01	
4	Manager - Finance	01	
	Total	05	

2. Team Leader (01 Post)

A. **Key Responsibilities:** The primary duties and responsibilities shall be as follows:

- i. **Project guidance & direction for implementation of program**
 - To lead the team of 4 consultants and coordinate overall operation system and process
 - To ensure better management of reporting and information flow
 - To manage and improve the effectiveness and efficiency of the Programme
 - To provide direction to the team members for achieving the deliverables
- ii. **Quality control & Assurance**
 - To ensure that appropriate standards are established and complied with as per PMKVY scheme guidelines.
 - To implement, maintain and manage an effective system of controls covering non-financial as well as financial activities by improving the organizational planning, operational systems, processes, information flow and reporting.
- iii. **Project Tracking and Issue Resolution**
 - To be responsible for reporting and communication to NABCONS Regional Office, Bhubaneswar (Delhi) & CO New Delhi, OSDA.
 - To be responsible for collaboration and communication with various teams and stakeholders.
- iv. **Coordination with MSDE, NSDC and other state and national stakeholders**
 - To represent the PMU in review meetings of OSDA, NABCONS in RO, in NABCONS Corporate Office, and in the Ministry as and when required.
 - To be responsible for coordination with the OSDA and MSDE on matters relating to project deliverable, reviews, amendments etc.
 - Any other work assigned from time to time.

B. Eligibility Criteria

Educational Qualification	Experience
<p>Minimum Educational Qualification</p> <p>MBA/ M.TECH or equivalent qualification (2 years full time) with at least 55% marks or equivalent CGPA from reputed institute or university.</p>	<p>Minimum Experience</p> <ul style="list-style-type: none"> • Minimum 07 years' experience required working with Govt. / Semi Govt. / Donor / PSU other Govt. rural development Scheme. • Minimum 04 years' experience in relevant fields like counselling/ social mobilization activities in skill development programs <p>Desired Experience</p> <ul style="list-style-type: none"> • Candidates with experience in PMKVY will be given preference.
<p>Other Criteria</p> <ul style="list-style-type: none"> • The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. • Proficiency in local Language (Odiya). 	

3. Manager - Training Provider (02 Posts)

A. **Key Responsibilities:** The primary duties and responsibilities shall be as follows:

i. Empanelment of TPs under PMKVY 2.0

- To provide capacity building to PIA, ensure enrolment of TPs, registration, due diligence, sanctions, approval of target and domains etc.
- To support OSDA in 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.

ii. Monitoring of TP performance - Monitoring & evaluation of training outcomes, quality of trainings and infrastructure

- To undertake monitoring, evaluation, and developing learning tools appropriate for Skilling projects. Conduct real-time analysis for better project implementation and organizational learning.
- To streamline concurrent monitoring and placement verification as per scheme guidelines, Monitoring of project sites to ensure established protocols have been implemented.

- To identify challenges in monitoring, and plan for corrective measures. Any other work assigned from time to time.
- To coordinate activities of existing PIAs by tracking their overall performance

iii. Scorecard development and analysis, implementation of frameworks for quality assurance

- To ensure issuance of advisory and compliance against feedback on TP , follow-up and tracking of placement of candidates, follow-up as per prescribed norms and make strategy for retention and industry partnerships
- To develop system for knowledge management which provides the insights for policy management/formulation
- To design and adopt monitoring, evaluation, and learning tools appropriate for skilling projects. Conduct real-time analysis for better project implementation and organizational learning.
- To routinely conduct quality control checks.
- Any other work assigned from time to time

B. Eligibility Criteria

Educational Qualification	Experience
Minimum Educational Qualification:- MBA/ PGDM/ MSW / Post graduate in Rural Development/ Management or equivalent qualification (2 years full time) with at least 55% marks (equivalent CGPA) from reputed institute or university	Minimum Experience <ul style="list-style-type: none"> Minimum 05 years' experience required working with Govt. /Semi Govt. / Donor / PSU other Govt. rural development Scheme. Minimum 02 years' experience in relevant fields like counselling/ social mobilization activities in skill development programs. Desired Experience <ul style="list-style-type: none"> Candidates with experience in PMKVY will be given preference.
Other Criteria <ul style="list-style-type: none"> The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. Proficiency in local Language (Odiya). 	

4. Manager – MIS (01 Post)

A. **Key Responsibilities:** The primary duties and responsibilities shall be as follows:

i. Support in maintaining data and approvals on SDMS portal

- To identify data requirements and the data sources for monitoring of the program;
- To coordinate activities of existing PIAs by tracking their overall performance; Scorecard development and analysis;
- To work towards standardization of internal processes and assist OSDA in preparation of SOPs for the same;
- To provide handholding support to TP for uploading, updating and analysis of training and placement data in the designated portal.

ii. Generating reports and sharing with stakeholders, Developing reports for SSDM, MSDE, NSDC and other stakeholders

- To designing various formats, templates, dashboards, etc. for comprehensive monitoring; Monitoring and evaluation of training outcome;
- To ensure development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc.;
- To propose and develop a platform to track placement of trained youth.

B. Eligibility Criteria

Educational Qualification	Experience
Minimum Educational Qualification:- <ul style="list-style-type: none"> B.Tech. (Comp. Sc./IT) or, Masters in Computer Application (MCA) or equivalent qualification (2 years full time) with at least 55% marks (equivalent CGPA) from reputed institute or university 	Minimum Experience <ul style="list-style-type: none"> Minimum 05 years of experience in software development and management Experience of working in at least one project using web-based monitoring and evaluation tools. Experience in working on web based MIS platform preferable on livelihoods/ skill development/ rural poverty reduction program. Should have analytical skill in handling large data in MS-excel. Desired Experience <ul style="list-style-type: none"> Candidates with experience in PMKVY will be given preference.
Other Criteria <ul style="list-style-type: none"> The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. Proficiency in local Language (Odiya). 	

5. Manager - Finance (01 Post)

A. Key Responsibilities: The primary duties and responsibilities shall be as follows:

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| <p>i. Generation of internal and external financial reports as per PMKVY 2.0 financial guidelines</p> <ul style="list-style-type: none"> To generate internal and external financial reports as per requirements under PMKVY. To conducting audit, monthly verification and annual audit of the accounts of PIAs To undertake any financial monitoring activity mentioned in PMKVY Guidelines. | <p>ii. Preparing UCs, submission and fund disbursement to TPs</p> <ul style="list-style-type: none"> To ensure disbursement scheduling, periodical review and monitoring of the financial transactions To represent the TSA in review meetings in NABCONS Corporate Office, OSDA etc. To undertaking review of Utilization Certificates (UCs) submitted by partners; To ensure tracking fund utilization and instalment release based on placement verification Any other work assigned from time to time |
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C. Eligibility Criteria

Educational Qualification	Experience
<p>Minimum Educational Qualification:-</p> <p>CA/ ICWA/ MBA (Finance)/ PGDBM (Finance) or equivalent qualification (2 years full time) with at least 55% marks (equivalent CGPA) from reputed institute or university.</p>	<p>Minimum Experience</p> <ul style="list-style-type: none"> Minimum of 5 years of experience in managing overall financial, audit and accounts matter of large firms / large scale Govt./ PSU/ Semi Govt. schemes or projects. Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts, statement of expenditure etc., along with the financial statement i.e. ability to establish recognized procedures to account for fund use.
<p>Other Criteria</p> <ul style="list-style-type: none"> The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. Proficiency in local Language (Odiya). 	

6. Remuneration per Month:

Candidates shall be paid consolidated monthly remuneration based on the experience, educational qualification and overall suitability for the post as under:

SN	Category	Remuneration (per month)*
1	Team Leader	Rs. 90,000/-
2	Manager (Training Provider)	Rs. 45,000/-
3	Manager (MIS)	Rs. 45,000/-
4	Manager (Finance)	Rs. 45,000/-

* (i) Higher remuneration may be considered for deserving candidates, based on level of qualification and range of experience.

(ii) The selected candidates will be liable for tax as per Income Tax Act & Rules in force and tax will be deducted at source.

Other Facilities

S. No.	Particulars	Eligibility
A	Travelling/Halting/Lodging allowance	Travelling allowance, halting allowance and local conveyance facilities for official travel shall be as per the rules of OSDA.
B	Leave Facilities	
i	<ul style="list-style-type: none"> The consultant shall be stationed in Bhubaneswar, however, depending upon requirement he/she may be deputed to districts for field visits, etc. The consultant will have to follow the working hours, working days and holidays of Govt. Of Odisha. Consultants shall get prior approval of Director of Employment cum CEO, OSDA before leaving Head Quarter. Leave entitlement and computation will be effective from date of start of project. Consultants can avail maximum 12 leaves per year on pro-rata basis per calendar year during the contract period. Leave can't be claimed as Consultants' right. Except in case of emergencies, all leaves will be granted subject to organization's requirements. A situation will be considered an emergency on a case-by-case basis and will be decided by the Director of Employment cum CEO, OSDA. 	
C	Others	
i	PF contribution	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
ii	Mobile phone/internet /data charge for official purposes	Rs.1,000/- per month
lii	Lunch Allowance	Rs 2,000/- per month

7. Age Criteria

SN	Category	Age (as on 01 April 2019)
1	Team Leader	Preferably below 60 Years
2	Manager (Training Provider)	Preferably below 45 years
3	Manager (MIS)	
4	Manager (Finance)	

8. Contract Period

The Consultants 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. Initial 03 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.

9. How to Apply:

Interested candidates may apply online in the prescribed format latest by **08 June 2019** by clicking on the following link and filling the details therein.

Position	Link
Team Leader	https://forms.gle/izqZGqcwiDYhBQt7A
Manager - Training Provider	https://forms.gle/UgYVkyMArMg8a1si7
Manager – MIS	https://forms.gle/XLE3mMFNzbn91VPv6
Manager - Finance	https://forms.gle/ENkzz1fvM98a1eQB8

In case the above link does not work, you may also copy and paste the link in your web browser and fill in the details therein.

10. Last date for submission of online applications: 08 June 2019

11. General Information

- Only shortlisted candidates will be called for the interview. Date and location for the selection process will be indicated in the call letter for interview. **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, experience and other details. 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 candidates appointed will be initially in Bhubaneswar, Odisha. However, candidates will be liable to be posted anywhere in India as per project requirement, in future. NABCONS will not provide accommodation for the selected/appointed candidates.
- List of selected and waitlisted candidates for the post will be uploaded on NABCONS website (www.nabcons.com) after the selection process is complete. 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 matters 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 eligible 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.