



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

NABARD Consultancy Services (NABCONS), a wholly owned subsidiary of NABARD and a leading consultancy organization in the field of agriculture and rural development ([www.nabcons.com](http://www.nabcons.com)) invites **only online applications** from Indian Citizens for the following post as Core Contract Staff.

The details of vacancy is as under:

S. No.	Posts	Vacancy	Location
1	Associate Consultant – Editorial (CCS)	01	Corporate Office, New Delhi

### **1. Associate Consultant (CCS) - Editorial (01 Post)**

<b>Key Responsibilities:</b>	
i.	Checking of the writers' final drafts of reports, publications and presentations.
ii.	Checking & Proof-reading of all the reports and documents presented by the consultants.
iii.	Checking of uniformity of data, proper referencing in the reports, publications and presentation
iv.	To improve the formatting, style and accuracy of the report/ document
v.	To ensure simplicity of language in the reports/ documents
vi.	To contact writer's sources and conducting online research
vii.	To design and write cover headlines and sub-heads for the main report and create page layouts
viii.	To prepare a data bank of reports
ix.	Preparations of Technical and commercial proposals
x.	Any other work assigned by NABCONS from time to time

<b>Eligibility Criteria:</b>
<b>Educational Qualification</b> Post - Graduation in English literature, journalism, mass communication, advertising or any other relevant field from reputed institutions with minimum 55% marks.  With first class Graduation Degree from a recognized university.
<b>Experience</b> Minimum 03 years of experience in any publishing house/ academic Institution in work relating to editing and finalization of reports preferably in English language.
<b>Other essential criteria</b> i. Good computer skills, especially in MS Office Suite  ii. Good Command Over English

iii. High level of concentration, accuracy and attention to details.

iv. Ability to work under pressure and to retain author's 'voice' and 'style' after editing.

**B. Remuneration:**

Position wise remuneration for above mentioned posts is as under. TDS will be deducted as per the applicable rates.

Position	Consolidated Remuneration*
Associate Consultant – Editorial (CCS)	Rs. 55,000/- per month

\*Higher remuneration may be considered in case of highly deserving candidates based on relevant experience, qualification, last drawn salary etc.

- Other than the above remuneration, candidate is also eligible for other facilities/allowances as per NABCONS policy.

**C. Age:**

Position	Age (as on 31 August 2022)
Associate Consultant – Editorial (CCS)	Preferably below 35 years

**2. Contract Period:**

Initial contract will be for a period of one year and further extendable by three years, to be renewed each year based on annual performance review, as per the existing Company's policy.

**3. Termination Clause:**

The contract will be terminable by three months' notice period on either side as per the existing Company's policy.

**4. Selection Process:**

- i. The candidates shortlisted as per the eligibility criteria may be subjected to a Drafting skill test, computer skill followed by Personal Interview.
- ii. Mode of Interview will be indicated at the time of issuing call letters to the shortlisted candidates.

**5. How to Apply:**

Interested candidates may apply online in the prescribed format within 10 days by clicking on the following links and filling the details therein from 13 September 2022 to 22 September 2022. Applications submitted successfully will only be considered.

S. No.	Posts	Link to apply
1	Associate Consultant – Editorial (CCS)	<a href="https://forms.office.com/r/1g3ausbDAT">https://forms.office.com/r/1g3ausbDAT</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.

## 6. Instructions:

- i. Before applying, candidates should read all the instructions carefully and ensure that they fulfill all the eligibility criteria for the post. NABCONS would admit candidates on the basis of the information furnished in the ON-LINE application and shall verify their eligibility at the stage of interview/ joining. If, at any stage it is found that any information furnished in the ON-LINE application is false/ incorrect or if according to the NABCONS, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for the interview/joining/ not allowed to continue, if joined.
- ii. Candidates are requested to apply only ON-ONLINE through NABCONS website ([www.nabcons.com](http://www.nabcons.com)). No other mode of submission of application will be accepted.
- iii. **Important Dates/Timeline**

<b>Last date for submission of online applications</b>	<b>22 September 2022 Midnight</b>
<b>NABCONS reserves the right to make change in the dates indicated above.</b>	

Please note that corrigendum, if any, issued related to the above advertisement will be published only on NABCONS website ([www.nabcons.com](http://www.nabcons.com)).

## 7. General Information:

- i. Only Shortlisted candidates will be called for the interview. Location and the process of 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.
- ii. 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 at the time of interview, failing which candidate will not be allowed to attend interview.
- iii. Place of posting of the candidate appointed for the given post will be at Corporate Office, New Delhi. Candidate, however, is liable to be posted at any other Office or Unit of NABCONS in India or abroad In future, depending on the Office requirements.
- iv. For the eligible shortlisted candidates already working with NABCONS, in case of selection for any of the posts, they will have to resign from their existing contract and sign the fresh contract.

- v. List of selected and waitlisted candidates for the posts will be uploaded in NABCONS website ([www.nabcons.com](http://www.nabcons.com)). The validity of the panel of selected and waitlisted candidates will be co-terminus with the project.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. Merely satisfying the eligibility criteria does not entitle 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 eligibility criteria. Applications received after the due date shall not be entertained and will be rejected.
- x. 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.
- xi. The contractually engaged staff shall have no legal claim to regular absorption either during the period of contractor after the period of contract expires. Similarly, the Contract Appointee will have no claims as to seniority.
- xii. NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.