



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) invites ONLY ONLINE applications from Indian Citizens for the following posts as Core Contract Staff.

The posting for various post at Corporate Office, New Delhi are as under:

S.No.	Name of the Post	No. of post	Place of Posting
1	Senior Consultant - Accounts	01	Corporate Office, New Delhi
2	Consultant - Civil Engineer	01	Corporate Office, New Delhi
3	Associate Consultant - HR	02	Corporate Office, New Delhi
4	Associate Consultant - IT	01	Corporate Office, New Delhi

A. Key Responsibilities & Eligibility Criteria

1. Senior Consultant-Accounts (01 Post)

Key Responsibilities:

- i. Ledger Scrutiny/ Verification of accounting records, cash books, checking all debit/ credit entries of all bank accounts with relevant vouchers, P & L account.
- ii. Checking of all voucher entries for all income, expenditure, salary & related payments etc.
- iii. Checking of all calculations related to salary, gratuity calculations & related deductions
- iv. Checking of all Service Tax / Goods and Services Tax / TDS deductions/ payments by the due date of every month.
- v. Verification of all compliances in relation to Goods and Services Tax, TDS, Advance Tax, Income Tax , Professional tax, Input Claims, Filing of all Tax Returns/Goods and Services Tax Returns, TDS Returns, etc. and payment of taxes.
- vi. Verification of compliance with all relevant Labour Laws
- vii. Checking of all payments to Project Implementing Agencies in respect of Pass Through assignment from Ministry of Rural Development, GOI.
- viii. Assisting in the finalization of accounts at the end of the year, especially in booking of income and provision for the expenditure.
- ix. Monitoring of all periodical statements and intermediary accounts.
- x. Verification of compliance in relation to Companies Act regarding filing of balance sheet, annual return and other returns.
- xi. To undertake performance analysis of assignments/projects.
- xii. Scrutiny of Sundry Debtors, Sundry Creditors, Fixed Deposits/investments, Bank Guarantees and EMDs.
- xiii. Ensuring compliance on applicable Accounting Standards (AS) & Indian Accounting Standards (IND-AS)
- xiv. Coordination with ERP Software team to ensure all statutory compliances are configured in the ERP

- based on government policies from time to time.
- xv. Coordination with Statutory Auditors and other Auditors, and facilitation of smooth conduct of Statutory Audit, CAG Audit, Service Tax/ Goods and Services Tax Audit, Tax Audit etc.
 - xvi. Overall responsibility for the smooth and efficient running of the accounts, finance and company affairs vertical.
 - xvii. Responsible for funds management including the review and submission of accurate funds flow forecasts.
 - xviii. Preparation of budgets/forecasts, including appropriate commentary and analysis.
 - xix. Overall responsibility for the completeness and accuracy of accounting records.
 - xx. Responsible for preparation of year-end accounts and supporting schedules, preparation of information required for statutory reporting and corporate compliances including tax returns, liaising with auditors to ensure an efficient and cost effective audit.
 - xxi. Coordinate with all the Zonal/Regional Offices of NABARD and other units of NABCONS
 - xxii. Responsibility for the timely preparation of monthly management accounts, including appropriate commentary and analysis
 - xxiii. To develop appropriate accounting policy for the transactions of the Company and lead the Accounts and finance vertical of the Company.
 - xxiv. Responsible for preparation and filing of all statutory returns under statues such as Service Tax, GST and TDS etc.
 - xxv. Any other work assigned by NABCONS from time to time

Educational Qualification:

- i. Bachelor of Commerce with minimum 60% or equivalent marks in CGPA from a reputed institution, and
- ii. Should possess CA qualification having registration with ICAI.

Experience:

- i. Post Qualification experience of 05-09 years. Candidates having experience in INDAS complied companies will be given preference.
- ii. Strong Financial Accounting experience in any organization having minimum turnover/business of Rs. 50 Cr.
- iii. Proficiency in IT with experience of systems implementation viz. ERP, Tally software etc.

2. Consultant - Civil Engineer (01 Post)

Key Responsibilities:

- i. Preparation of master plan for projects in consultation with Architect,
- ii. Preparation of Technical and commercial proposals
- iii. Preparation of Bill of Quantity.
- iv. Project Planning and management
- v. Preparation of Tender documents as per applicable laws and procedures.
- vi. Knowledge of MEP/QA/QC/safety Procedures
- vii. Bid Process Management.
- viii. Coordination with Regional Units of NABCONS during execution of assignments.
- ix. Any other work assigned by NABCONS from time to time

Educational Qualification and experience

- i. Graduation (BE/ B.Tech.) in Civil Engineering from a recognized Institution with minimum 60% or

- equivalent grade points.
- ii. Post-Graduation in Civil Engineering will be preferable

Experience

- i. Minimum 05 years' experience in planning, designing and execution of Commercial projects especially Food Parks, Cold Storages etc.
- ii. Working knowledge of STAAD/E-TABS/AutoCAD.
- iii. Good command over English and MS Office Suite and presentation skills.

3. Associate Consultant-HR (02 Posts)

Key Responsibilities:

- i. Manpower management, recruitments, hiring, empanelment, coordination with Zonal Offices and Regional Offices , terminations, HR compliances viz, PF, Gratuity, leave management, Performance management, renewal of contracts, training, Salary management and RTI replies etc.
- ii. Implementation of HR policies, systems & processes in line with the aggressive growth strategy.
- iii. Proficient in liaising with business and vertical heads along with employees at different levels to design and implement Talent Development Strategy.
- iv. Possess expertise in identifying training needs across levels.
- v. Manage End to End Recruitment Cycle & Manpower Planning.
- vi. Initiating various recruitment reports, analysis and dashboards and managing & delivering them on a periodic basis.
- vii. Compliance of historical data for migration to new software
- viii. Absence Management
- ix. Administration and HR related data management procurement of dead stock items.
- x. To coordinate CSR activities of the company including project management.
- xi. Develop programme, retention strategies and attrition management
- xii. Any other work assigned by NABCONS from time to time

Educational Qualifications

- i. Regular Graduate in any subject with minimum 60% or equivalent grade points in CGPA from reputed management institution and
- ii. Company Secretary or Regular MBA or PGDM or equivalent in HR with major subject as HR/Industrial relations from reputed management institution with minimum 55% or equivalent grade points.

Experience

- i. The candidate should have minimum 3 years of post-qualification experience handling HR matters in HR department of an established organization/Public sector /Banking and Finance Sector having turnover of minimum Rs. 50 Cr.
- ii. Out of 03 years of experience, candidates should have at least 2 years' experience of HR in a reputed consultancy organization operating in the area of Agriculture and rural development.
- iii. Knowledge of practical use of tools such as MS Office, Google Docs, including Advanced Excel Features and MS Access for day-to-day functioning.
- iv. Good communication and presentation skills.

4. Associate Consultant – IT (01 Post)

Key Responsibilities:

- i. Project and IT Vendor Management for implementation of Enterprise solution
- ii. IT Service Management, maintenance, system administration and day to day management of hardware & software solution
- iii. Configuring and fine tuning IT Assets, scheduling and managing backups, etc.
- iv. Day to day management of IT infrastructure.
- v. Knowledge of SQL for maintaining data repository and report generation.
- vi. Developing utilities using cloud based tools/programming.
- vii. IT Governance & Implementation of Security Policies

Educational Qualifications

Graduate with a minimum 60% or equivalent grade points in Computer Sciences / Computer Applications / IT and Post Graduation in IT / Computer Applications / Systems Management with a minimum of 55% or equivalent grade points/Industrial relations from reputed management institution with minimum 55% or equivalent grade points.

Experience

- i. 03 Years of experience including a minimum of 01 year in administering large scale enterprise level software (ERP) for an organization having atleast 200 users.
- ii. Minimum one domain specific certification
- iii. Experience in areas of Data Analytics would be preferred
- iv. Knowledge of Programming Languages like C, C#, JAVA etc. will be added advantage.
- v. Proficiency in using MS Word, Excel, PowerPoint and other Productivity and Communication Tools

B. Remuneration:

The candidate will be paid consolidated remuneration based on the experience, educational qualification and overall suitability. The candidates will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.

Position	Consolidated Remuneration*
Senior Consultant - Accounts	Rs. 1,75,000/- per month
Consultant - Civil Engineer	Rs. 87,500/- per month
Associate Consultant - HR	Rs. 55,000/- per month
Associate Consultant - IT	Rs. 55,000/- per month

**(Higher remuneration may be considered in case of highly deserving candidates)*

C. Other Facilities:

- i. Lunch allowance of Rs. 2000/- per month.
- ii. Newspaper allowance of Rs. 300/- per month
- iii. Mobile and internet allowance of Rs 1500/- per month on declaration on reimbursement basis.
- iv. Health Insurance for self and family including dependent parents upto premium amount of Rs. 15000/- per year
- v. Candidate 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.
- vi. Halting / travelling and conveyance during official visits will be applicable as per Company's policy
- vii. Candidates are eligible for annual increment on satisfactory performance and completion of one year of service.
- viii. Candidate will be eligible for Leave facilities as applicable to Core Contract Staff from time to time.

D. Age Criteria:

Position	Age (As on 01 August 2020)
Senior Consultant-Accounts	Preferably below 55 years
Consultant-Civil Engineer	Preferably below 45 years
Associate Consultant-HR	Preferably below 35 years
Associate Consultant-IT	Preferably below 35 years

E. Contract Period:

Initial contract for one year which may be extended for a further period in block of three years based on periodic performance review, as per extant Company's policy. The contract is terminable with three months' notice period from either side at any time during the contract period. However, Company shall reserve the right to relieve your services as per its requirement. Such notice or compensation in lieu thereof shall not be necessary on the part of the company where termination is for misconduct as specified by the company from time to time. Contract may also be terminated if the performance is not found satisfactory.

F. Selection Process:

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

G. 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 25 August 2020 to 03 September 2020. Applications submitted successfully will only be considered.

S. No.	Posts	Link to apply
1	Senior Consultant-Accounts	https://forms.gle/DvFpFvKwb7R32mye7
2	Consultant-Civil Engineer	https://forms.gle/bC7M2z2j5rMmeA4Y9
3	Associate Consultant-HR	https://forms.gle/53oqhTjeWh2pUe976
4	Associate Consultant-IT	https://forms.gle/vJytuLuQf7BKREo8

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.

H. Last date for receipt of applications: 03 September 2020

I. **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 at the time of Interview, failing which candidate will not be allowed to attend the interview.
- Place of posting of the candidate appointed will initially be at Corporate Office, New Delhi. Candidates however are liable to be posted anywhere in India as per Company requirement.
- 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.
- List of selected and waitlisted candidates for the post will be uploaded in NABCONS website (www.nabcons.com). The validity of the waitlisted panel will be for one year.
- No correspondence will be entertained from any ineligible and non-selected candidate. In all matters regarding the selection process, documents to be produced for the selection process, minimum qualifying standards, number of vacancies, results 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 the candidate 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 at his/her own cost. 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 eligibility 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 applications 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 submitted 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.