



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

**Require Project Based Contract Staff for execution of DDU-GKY Projects (Deen Dayal Upadhyay Grameen Kaushalya Yojana) in Tripura & Karnataka**

NABARD Consultancy Services (NABCONS) is a wholly owned Subsidiary of NABARD and a leading consultancy organization in the field of Agriculture, Rural development, Skills & Livelihood Development ([www.nabcons.com](http://www.nabcons.com)). NABCONS as the Technical Support Agency (TSA) to State Rural Livelihood Missions of Tripura and Karnataka for implementing placement linked skill training programme under DDU-GKY (Deen Dayal Upadhyay Grameen Kaushalya Yojana) of Ministry of Rural Development (MoRD), Government of India.

NABCONS invites **ONLY ONLINE** applications from Indian Citizens for 02 posts on contract basis as Project Based Contract Staff for the captioned project in Tripura & Karnataka.

**A. Details of vacancies and place of posting:**

S. No.	Name of the Post	No. of Posts	Place of posting
1	Project consultant (Finance)	01	Agartala, Tripura
2	Associate Project Consultant (IEC & Knowledge Management)	01	Bengaluru, Karnataka

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.

**2. A. Project consultant (Finance) - Key Responsibilities: -**

- Generation of internal and external financial reports as per requirements under DDU-GKY Project.
- Conduct First Month Audit of the Project Implementing Partners (PIAs) immediately on commence of the sub projects, Monthly Verification of the audited statement of expenditure from the PIAs, Annual audit of accounts of PIAs and Closure audits for final financial settlement of the sub projects.
- Budgeting & Budget tracking of the project, Disbursement scheduling, periodical review and monitoring through Public Financial Management System (PFMS) and ensure adherence to guidelines by all partners.
- Tracking fund utilization by the PIAs and tracking of release of entitlement to the beneficiaries.
- Undertake review of Utilization Certificates submitted by PIAs and recommend for further releases.
- Facilitate on boarding of PIAs on PFMS and prepare periodic reports on fund utilization
- Capacitate all partners in financial management and adherence to the non-negotiable financial norms of

the project.

- Develop an early warning system to notify the probable lapses or defaults of PIAs which are linked with sustenance of the DDU-GKY projects
- Undertake all other the financial activities mentioned in Standard Operating Procedures.
- Any other work assigned from time to time.

**B. Eligibility Criteria :-**

Educational Qualification	Experience	Other Criteria
Qualified Chartered Account having membership with Institute of Chartered Accountants of India (ICAI)	Minimum 2 Years' Experience in Accounting/Auditing.  Candidates having experience in DDUGKY or other project related settings will be given preference.	The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & Power point.

**3. A. Associate Project Consultant (IEC & Knowledge Management): Key Responsibilities :-**

- Document leading practices and case studies during implementation of DDUGKY in the state
- Plan and design the IEC strategy for implementation of DDUGKY project in the state.
- Assist to organize and conduct all information dissemination activities and events.
- Create and maintain social media channels and other digital platforms for dissemination of information among the target audience of DDUGKY project.
- Establish linkage with the media for enabling better reach of information regarding DDUGKY project among the rural unemployed.
- Develop system for knowledge management which provides the insights for policy formulation, development of best practices, and mitigation of risks during project implementation.
- Work in synergy with IEC teams at central level for giving momentum to state level initiatives
- Evaluate and document the impact of IEC/BCC activities undertaken by various stakeholders of the project.

**B. Eligibility Criteria :-**

Educational Qualification	Experience	Other Criteria
Graduation in mass communication/journalism /related field.  Or any graduate with diploma in mass communication/journalism	Candidate with minimum 2 years work experience post qualification in IEC/documentation preferably in development projects.	Proficiency in reading, writing and speaking of Kannda with excellent writing skills in Kannda and English is essential.

**4. Age**

Position	Age (as on 01 September 2022)
Project consultant (Finance)	Preferably below 35 Years
Associate Project Consultant (IEC & Knowledge Management)	

## 5. Remuneration:

S. No.	Name of the Post	Remuneration per month (Rs.)
1	Project consultant (Finance)	Rs. 75,000/-
2	Associate Project Consultant (IEC & Knowledge Management)	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.)*

## 6. Other Benefits/ Facilities:

In addition to the remuneration as mentioned above other facilities as under will also be provided:

- i. Lunch allowance of Rs 2500/- per month.
- ii. Mobile and internet allowance of Rs 1500/- per month.
- iii. Newspaper allowance of Rs 300/- per month
- iv. 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.
- v. Travelling allowance, halting allowance and local conveyance facilities for official travel as applicable from time to time under the project.
- vi. 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.

## 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.

## 8. Termination of contract:

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 03 months' notice period on either side as per NABCONS policy.

## 9. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 14 September 2022 to 23 September 2022 by clicking on the following links and filling the details therein:

Position	Link to Apply
Project Consultant – Finance (Agartala)	<a href="https://forms.office.com/r/k4QnPGSwa8">https://forms.office.com/r/k4QnPGSwa8</a>
Associate Project Consultant – IEC & Knowledge Management (Bengaluru)	<a href="https://forms.office.com/r/vFGwKMLxaC">https://forms.office.com/r/vFGwKMLxaC</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.

### **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). No other mode of submission of application will be accepted.

iii. **Important Dates/ Timelines**

<b>Last date for submission of online applications</b>	<b>23 September 2022 Midnight</b>
<b>NABCONS reserves the right to make change in the dates indicated above.</b>	

### **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 Project Consultant (Finance), will be at Agartala, Tripura. Further, as a part of their functioning the consultant may be required to travel across the State of Tripura 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 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 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 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.

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Advt. Ref. No. NABCONS/CO-HR/13/PBCS/2022-23

Dated: 14 September 2022