



**NABARD Consultancy Services Private Limited**  
(An ISO 9001:2015 Company)

*A Wholly owned subsidiary of NABARD*

**Require Project Based Contract Staff for execution of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) in Madhya Pradesh**

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](http://www.nabcons.com)) invites applications (1 Post) for Program Manager- Operations and Finance and (1 Post) for Associate Project Consultant for projects related to Skills for Livelihood, as Project Based Contract Staff.

The posting for various posts at NABCONS Office, Bhopal (Madhya Pradesh) will be as under:

S.No	District	No. of posts
1	Program Manager- Operations and Finance	1
2	Associate Project Consultant	1
<b>Total</b>		02

The recruitment is project based on contract basis for a period of one year, which can be extended based on performance review and to be co-terminus with the Project period.

**Program Manager- Operations and Finance**

**Key Responsibilities:**

- Shall help in implementation of DDU-GKY and its key Non-Negotiable.
- Shall facilitate vetting and signing of Memorandum of Understanding (MoU) between SRLM and the respective project Implementing Agencies (PIAs).
- Shall undertake monitoring of the projects as per the DDU-GKY guidelines/SOP, including Due –Diligence and Inspection of the Training centres.
- Follow –up with PIAs on advisories based on Due-Diligence /Inspections/Alerts/notices etc.
- Thematic Audit of Training centres as per need.
- Shall facilitate routing of funds to PIAs as per DDU-GKY Guidelines/SOP.
- The incumbent would be responsible for generation of internal and external financial reports as per requirements under DDU-GKY.
- Undertaking review of Utilization Certificates (UCs) submitted by partners.
- Undertake any financial activity mentioned in SoP under DDU-GKY
- Disbursement scheduling, periodical review, reporting of financial information system (PFMS).
- Conducting First Month Audit, monthly verification and Annual audit of the accounts of PIAs.
- Processing of 2nd Instalment claims of the PIAs.
- Placement verification and Tracking of candidates as per DDU-GKY Guidelines.
- Attend periodical meetings with MoRD/SRLMs/SSDMs to review project implementation, identify challenges monitoring, and plan for corrective measures.
- Desk Verification and Physical on-site verification of placed candidates.
- Shall generate and provide reports to Madhya Pradesh SRLM from time to time as per Guidelines/SOP.
- Overall monitoring of DDU-GKY project for the state of Madhya Pradesh.
- Any other work assigned from time to time.

**Associate Project Consultant**

**Key Responsibilities:**

- Supervision of project sites to ensure established protocols have been implemented.

- Provide capacity building to all project monitoring staff, including staff of partner SRLMs/SSDMs/PIA.
- Design and/or 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
- Attend periodical meetings with MoRD/SRLMs/SSDMs to review project implementation, identify challenges monitoring, and plan for corrective measures.
- Support program management.
- Any other work assigned from time to time.

**Educational Qualification:**

Position	Essential qualification
Program Manager-Operations and Finance	CA/ICWA/MBA (Finance) or equivalent qualification from reputed institute.
Associate Project Consultant	Post-graduation/ PG Diploma or equivalent qualification in Management, Agriculture, Economics, Social Sciences, Development Studies, Engineering and other related fields from reputed institutes. Further, the candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point.

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**Experience:**

Position	Essential Experience	Desired Experience
Program Manager-Operations and Finance	Candidate with minimum 3 years of experience, ideally in a project related setting; ability to establish recognized procedures to account for fund use.	Candidates having experience in Handling of audit/ accounts of large scale skill/ livelihood projects will be preferred.
Associate Project Consultant	Candidate with minimum 2 years work experience in monitoring projects under Skill Training Programs/Rural Development Programs; experience of web based monitoring.	Candidates having experience in areas of Skill related activities would be given preference.

**Remuneration:**

Candidate will be paid remuneration as under. TDS will be deducted as per the applicable rates.

Position	Consolidated Remuneration
Program Manager-Operations and Finance	Rs. 60,000/- per month

Associate Project Consultant	Rs. 35,000/- per month
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**Other Facilities:** In addition to the remuneration as mentioned above other facilities as under will also be provided:

- i. Lunch allowance of Rs 2000/- per month.
- ii. Mobile and internet allowance of Rs 1000/- per month.
- iii. 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.
- iv. Travelling allowance, halting allowance and local conveyance facilities for official travel as applicable from time to time under DDU-GKY project.
- v. Casual leaves of 18 days per calendar year.

**Age:**

Position	Age (as on 01 May 2018)
Program Manager-Operations and Finance	Below 50 years
Associate Project Consultant	Below 40 years

**Contract Period:**

Initial contract will be for one year which can be extended based on performance review and to be co-terminus with the Project period.

**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:

Position	Link to Apply
Program Manager-Operations and Finance	<a href="https://docs.google.com/forms/d/e/1FAIpQLSeFWjv211rdOYPJ-sulKYy4FTzDOsCdQ4v7HkyMqDtYYsfuyQ/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSeFWjv211rdOYPJ-sulKYy4FTzDOsCdQ4v7HkyMqDtYYsfuyQ/viewform?usp=sf_link</a>
Associate Project Consultant	<a href="https://docs.google.com/forms/d/e/1FAIpQLSevlBQ02QpJbNHXFgLwfKxyUOx0togbuVui0wLQgPJ_rMBHWA/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSevlBQ02QpJbNHXFgLwfKxyUOx0togbuVui0wLQgPJ_rMBHWA/viewform?usp=sf_link</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.

**Last date for receipt of applications: - 24 May 2018**

**General Information:**

- Only Shortlisted candidates will be called for the interview. 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 person appointed will initially be at Bhopal, Madhya Pradesh. They may however liable to be posted anywhere in India as per project requirement.
- 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.
- 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 link provided in this advertisement will only be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason.

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Advt. Ref. No. NABCONS/CO-HR/004/PBCS/2018-19

Dated: 14 May 2018