

NABARD Consultancy Services

Require Data Entry Operator for Project Management Consultancy (PMC) for construction supervision of Mega Lift Projects in Cluster-X (in Mayurbhanj & Keonjhar district) in Odisha

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) invites application for Data Entry Operator for the Project Management Consultancy (PMC) for construction supervision of Mega Lift Projects in Cluster-X (in Mayurbhanj & Keonjhar district) in Odisha.

The posting of Data Entry Operator will be as under:

Sl. No	Name of the Post	Vacancy	Place of Posting
1	Data Entry Operator	1	Mayurbhanj

Scope of Work

Position	General Scope of Work
Data Entry Operator	<ul style="list-style-type: none">• Maintenance of database.• Checking data accuracy.• Collecting office data from field.• Maintenance of office records.• Preparing daily, weekly and monthly reports.• Any other work within the scope of the assignment and as will be assigned by appropriate authority.

Educational Qualification

Position	Essential Qualification	Desirable qualification
Data Entry Operator	Any Graduate with computer knowledge	NA

Experience

Position	Essential Experience	Desired Experience
Data Entry Operator	Minimum 2 year Experience in data entry and office works	NA

Compensation package:

Consolidated monthly compensation of Rs 16,000/- will be paid, however the remuneration is negotiable commensurate with the qualification and experience. The staff would also be entitled to Travelling Allowances during the official tours as per the guidelines that NABCONS may frame during the contract period from time to time. The staff shall not be eligible for any benefits/facilities/allowances other than consolidated monthly compensation. There will be no claim for regularization during or after the expiry of contract period.

Age:

Upper Age Limit: 35 years as on 01 November 2017

Contract period:

The engagement will purely be for a probation period of 3 months and thereafter, on contract basis for a period of 1 year commencing from the date of joining. This period however can be extended subject to satisfactory work performance based on periodic review. During the contract period NABCONS might rescind the contract if the work/conduct is found unsatisfactory at any time during the currency of this agreement. NABCONS can also terminate the contract even during the contract period without assigning any reason.

How to Apply:

Interested candidates may apply in the prescribed format by clicking on the following link and filling the details therein:

Position	Link to Apply
Data Entry Operator	https://goo.gl/forms/Hnvw7RAKkdHHPwvF2

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.

Note: Application of candidates who do not submit their application through the above link would not be considered.

Last date for receipt of applications: 16 November 2017

General Information:

- Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for the interview. You may kindly note that any cost incurred by you 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 indicated in the CV. Self-certified copies of their educational qualifications and experience certificates may be submitted at the time of the interview, which will be verified from the original documents.
- The interviews will be held at Bhubaneswar, Odisha.
- Place of posting of the person appointed will be at Mayurbhanj District, Odisha. They may however liable to be posted anywhere in Odisha State as per project requirement.
- 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 after preliminary screening/shortlisting with reference to candidate's qualification, suitability, and experience etc. Selection process may vary depending upon the number of responses received Applications received after the due date shall not be entertained and will be rejected.
- If the candidate is already in service of Govt. /Quasi-Govt. Organization or Public Sector Bank/Undertaking, he/she have to produce a proper discharge certificate from the employer before appointment. They are required to produce a "No Objection Certificate" from their employer clearly indicating vigilance/D&AR clearance at the time of interview, in the absence of which their candidature will not be considered.
- 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 process or increase/decrease/not fill up

the vacancies for the captioned posts without assigning any reason.