



NABARD Consultancy Services

Require Project Based Contract Staff for execution of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) in Uttar 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). NABCONS has been operational as Technical Support Agency for Uttar Pradesh Skill Development Mission (UPSDM) for implementing placement linked skill training programme under DDU-GKY in Uttar Pradesh State. NABCONS invites applications for the post of Project Consultant - Finance (01 Post), Associate Project Consultant (05 Posts) and Project Associate (05 Posts) on contract basis, as Project Based Contract Staff.

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

S.No	Name of the Post	No. of Posts	Place of posting
1	Project Consultant - Finance	01	NABCONS Office, Lucknow (Uttar Pradesh)
2	Associate Project Consultant	05	
3	Project Associate	05	
Total		11	

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.

A. Project Consultant - Finance

Key Responsibilities:

- 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).
- Attend periodical meetings with MoRD/SRLMs/SSDMs to review project implementation, identify challenges monitoring, and plan for corrective measures.
- Any other work assigned from time to time.

B. Associate Project Consultant

Key Responsibilities:

- Supervision of project sites to ensure established protocols have been implemented under DDU-GKY.
- 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.
- Undertake any activity mentioned in SOP under DDU-GKY
- Any other work assigned from time to time.



C. Project Associate

Key Responsibilities:

- Routinely conduct quality control checks.
- Support program management.
- Documentation of the implementation of the project as per SOP of DDU-GKY.
- Continuous monitoring of the project (Operational and Financial).
- Liaising with PIAs involved in the project.
- Undertake any activity mentioned in SOP under DDU-GKY.
- Any other work assigned from time to time.

Educational Qualification:

Position	Essential qualification	Other Criteria
Project Consultant - Finance	CA/ICWA/MBA (Finance) or equivalent qualification from reputed institute.	<ul style="list-style-type: none"> • Proficiency in reading, writing and speaking English and Hindi. • The candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point. <p><i>(For all the three posts)</i></p>
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.	
Project Associates	Any Graduate	

Experience:

Position	Essential Experience	Desired Experience
Project Consultant - Finance	Minimum 05 years 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 3 years of 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.
Project Associates	Candidate with minimum 01 year of work experience	Candidates having experience in areas of Skill related activities would be given preference.

Compensation: Candidate will be paid compensation as under:

Position	Consolidated Remuneration
Project Consultant - Finance	Rs. 60,000/- per month
Associate Project Consultant	Rs. 35,000/- per month
Project Associate	Rs. 22,000/- 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.
- iv. Travelling allowance, halting allowance and local conveyance facilities for official travel as applicable from time to time under the project.
- v. Casual leaves of 18 days per calendar year.

Age:

Position	Age (as on 01 April 2018)
Project Consultant - Finance	Preferably below 50 years
Associate Project Consultant	Preferably below 40 years
Project Associate	

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 **latest by 10 May 2018** by clicking on the following links and filling the details therein:

Position	Link to Apply
Project Consultant - Finance	https://goo.gl/forms/y9JoE6IDhH8yrURe2
Associate Project Consultant	https://goo.gl/forms/BZthxFu32wYULjZz1
Project Associate	https://goo.gl/forms/fx1uy7YaJ3quD8IS2

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 submission of online applications: 10 May 2018

General Information:

- 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.
- Company reserves the right to fix the eligibility criteria to restrict the number of candidates to be called for interview, which will be verified from the original documents.
- Place of posting of the person appointed will initially be at NABCONS Office, Lucknow (Uttar Pradesh). They may however liable to be posted anywhere in India as per project requirement.



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- Merely satisfying the eligible 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. Under no circumstances applications by hand will be entertained nor will any other mode except the link provided in this advertisement will be entertained.
 - 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/002/PBCS/2018-19

Dated: 01 May 2018