



NABARD Consultancy Services Private Limited
(An ISO 9001:2008 Company)

A Wholly owned subsidiary of NABARD

NABARD Consultancy Services Private Limited, a wholly owned subsidiary of NABARD, invites online applications from Indian citizens for the following posts **for Monitoring, Evaluation Learning and Documentation of IWMP** in Punjab state. The recruitment is project based on contract basis for a period of one year, which can be further extended, subject to satisfactory performance which will be co-terminus with the project period.

Details of vacancies are as under:

S.No	Posts	Vacancy
1	Social Scientist cum State Coordinator cum Documentation Specialist	01
2	Natural Resources / Water Resource Management Expert	01
3	Project Assistant	05

1. Social Scientist cum State Coordinator cum Documentation Specialist

A. Job Profile

The State Coordinator is required to take up coordination and over-all monitoring of project. The primary duties and responsibilities of the consultants shall be as follows.

- a. Firm-up questionnaires and report structures
- b. Regular liaison / coordination with the client and relevant organizations
- c. Review of reports prepared by supporting staff before final submission
- d. Day-to-day administrative work related to the project
- e. Fortnightly reporting of the progress of the projects in various districts
- f. Any other work assigned by NABCONS

B. Eligibility Criteria

i. Educational Qualifications

- Post Graduate or Higher in Social work/ Economics/ other relevant discipline

ii. Experience

Minimum 02 years of experience, preferably in Consultancy organisations with emphasis on handling projects under development / livelihood sector.

C. Place of Posting:

The candidate shall be placed at the Regional Office, Chandigarh. However, the place of posting may be changed/relocated by NABCONS at any time during the project based on need.

D. Other Criteria

- Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning
- Proficiency in reading, writing and speaking Punjabi & English
- Willing to undertake field visits, whenever required

2. Natural Resources / Water Resource Management Expert

A. Job Profile

The primary duties and responsibilities of the Water Resource Management Expert shall be as follows.

- Take-up field level monitoring for sample checks
- Regularly supervise/guide the activities of the project assistant and ensure timely collection of field data
- Validate the data procured by project assistant
- Regular coordination/liaison with state Coordinator
- Examine transparency in the processes and fund management
- Reflect on the innovation and success stories
- Impact of project interventions
- Write Project Level Report on half-yearly basis identifying qualitative observations
- Write State Level Report (including district-wise & ToR-wise analysis) on regular basis
- Submit the work plan & report work done to the Vertical Head
- Any other work related to the captioned project assigned by NABCONS, from time to time

B. Eligibility Criteria

i. Educational Qualifications

- Post Graduate or Higher degree in Civil engineering/ Agriculture engineering/ Agriculture/ Horticulture/ Social work/ MBA

ii. Experience

Minimum 02 years of experience, preferably in natural resource management sector and in monitoring and evaluation of watershed or natural resource management sector.

C. Place of Posting:

- The candidate shall be placed at the Regional Office, Chandigarh. However, the place of posting may be changed/relocated by NABCONS at any time during the project based on need.

D. Other Criteria

- Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning

- Proficiency in reading, writing and speaking Punjabi & English

3. Project Assistant

A. Job Profile

Each Project Assistant is required to take up comprehensive quality monitoring of field to evaluate the implementation of project as well as their impact on the livelihood of the individual beneficiary/house hold. The primary duties and responsibilities as follows.

- Collect all required information/data at field level
- Make necessary data entry in the prepared proforma and furnish the same to state coordinator in time
- Identify the relevant indicators
- Analyse the extent of community participation
- Any other work related to the captioned project assigned by NABCONS, from time to time

B. Eligibility Criteria

i. Educational Qualifications

- Graduates or Diploma holders in civil engineering /agriculture engineering /agriculture /horticulture /social work

ii. Experience

- Minimum 02 years of relevant field experience (for Graduates) OR
- Minimum 04 years of relevant field experience (for Diploma holders) in watershed or natural resource management.

C. Place of Posting

The candidate shall be placed at anywhere in Punjab. However, the place of posting may be changed/relocated by NABCONS at any time during the project based on need.

D. Other Criteria

- Candidates should have proficiency in English language (reading, writing and speaking) and knowledge of Hindi/local language.
- Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.
- Candidates possessing two-wheelers and valid two-wheeler license will be given preference.

5. Remuneration Per month

Candidates shall be paid consolidated remuneration based on the experience and educational qualification as under:

Position	Remuneration
Social Scientist cum State Coordinator cum Documentation Specialist	Rs. 37,000/- per month
Natural Resources / Water Resource Management Expert	Rs. 35,000/- per month
Project Assistant	Rs. 10,000/- per month & Travel Allowance of Rs. 2,000/- per month

- The above amount being cost to NABCONS will be inclusive of all statutory deductions that NABCONS may be required to make on behalf of the contracted staff as per the guidelines that NABCONS may frame during the contract period from time to time
- The remuneration mentioned above is inclusive of lodging, halting, local conveyance, mobile/internet facility, lunch facility, PF etc.
- Permissible absence shall be as per the company policy.
- Other than the above, the candidates are not eligible for any other facilities / allowances like leave encashment, performance bonus, leave travel concession, etc.

6. Age (As on 1 November 2017)

Position	Age
Social Scientist cum State Coordinator cum Documentation Specialist	Minimum 25 years and maximum 60 years
Natural Resources / Water Resource Management Expert	Minimum 25 years and maximum 52 years
Project Assistant	Minimum 21 years and maximum 45 years

7. Contract Period

Initial contract will be for one year which can be extended based on periodic performance review, to be co-terminus with the project period of which, 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 and without assigning any reason. Thereafter, NABCONS reserves the right to terminate the contract by giving one month notice within the contract period.

8. How to Apply:

Interested candidates may apply online in the prescribed format within by clicking on the following links.

Position	Link
Social Scientist cum State Coordinator cum Documentation Specialist	https://goo.gl/forms/wcNye1tkdto9g7o82
Natural Resources / Water Resource Management Expert	https://goo.gl/forms/dDAMOpodOKhvWv0C3
Project Assistant	https://goo.gl/forms/j47LbQeANrDIwx6K2

In case the above links 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: 06 November 2017

General Information

- Only Shortlisted candidates will be called for the interview. 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.
- Place of posting of the person appointed will be in Punjab State. Candidates may however be liable to be posted anywhere in India as per Company requirement from time to time.
- 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.