



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 State**

NABARD Consultancy Services (NABCONS) is 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)).

NABCONS has been appointed as the Technical Support Agency (TSA) for Mission Management Unit of Tripura State Rural Livelihood Mission (TRLM) for implementing placement linked skill training programme in Tripura State, under Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY) of Ministry of Rural Development (MoRD), Government of India. NABCONS invites **ONLY ONLINE** applications from Indian Citizens for the post of Program Manager (01 Post), Associate Project Consultant (01 Post) on contract basis, as Project Based Contract Staff.

(A) Details of the posts, no of vacancies and place of posting are as under:

S.No.	Name of the Post	No. of Posts	Place of posting
1	Program Manager	01	NABCONS Office, Tripura
2	Associate Project Consultant	01	
	<b>Total</b>	<b>02</b>	

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

**1. Program Manager:-**

**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 State Rural Livelihood Mission and the respective Project Implementing Agencies (PIAs).
- Shall undertake monitoring of the projects as per the DDU-GKY [guidelines/Standard Operating Procedure \(SOP\)](#), 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.
- 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.
- Monitoring of fund expenses and other transaction through Public Financial Management System (PFMS).
- 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 Tripura SRLM from time to time as per Guidelines/SOP.
- Overall monitoring of DDU-GKY project for the state of Tripura.

## 2. 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.
- Any other work assigned from time to time.

### (B) Eligibility Criteria

#### i. Educational Qualification:

Position	Qualification	Other Criteria
Program Manager	<ul style="list-style-type: none"><li>• Post-graduation or equivalent qualification with at-least 50% marks/equivalent CGPA in Management, Agriculture, Economics, Finance, Social Sciences, Development Studies, Engineering and other related fields from reputed institutes.</li></ul>	<ul style="list-style-type: none"><li>• The candidate should have knowledge of MS Office with proficiency in MS Excel &amp; Power Point.</li><li>• Candidates having qualification in MBA Finance will be preferred.</li></ul>
Associate Project Consultant	<ul style="list-style-type: none"><li>• Post-graduation/ PG Diploma or equivalent qualification 50% marks/equivalent CGPA in Management, Agriculture, Economics, MBA Finance, Social Sciences, Development Studies, Engineering and other related fields from reputed institutes.</li></ul>	<ul style="list-style-type: none"><li>• The candidate should have knowledge of MS Office with proficiency in MS Excel &amp; Power Point.</li></ul>

#### ii. Experience:

Position	Essential Experience	Desired Experience
Program Manager	At least 2 years of full time experience in Business Planning, Strategic Planning, Monitoring and Evaluation of large projects/ Government projects with strong negotiation, organization, communication, problem solving and leadership skills.	Candidates having experience in areas of Skill related activities would be given preference.
Associate Project Consultant	Candidate with at least 1 year work experience in monitoring projects under Skill Training Programs/Rural Development Programs.	Candidates having experience in areas of Skill related activities would be given preference.

**(C) Age Criteria:**

Position	Age (as on 1 Sep 2018)
Program Manager	Preferably below 45 Years
Associate Project Consultant	Preferably below 40 years

**(D) Remuneration:**

The candidate will be paid consolidated remuneration based on the experience, educational qualification and overall suitability of the candidate. The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.

Position	Consolidated Monthly Remuneration
Program Manager	Rs. 42,000/-
Associate Project Consultant	Rs. 35,000/-

**(E) 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 the project.
- v. 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

**(F) Contract Period:**

The PBCS 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. 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 NABCONS reserves the right to terminate the contract by giving one month notice within the contract period.

**(G) How to Apply:**

Interested candidates may apply online in the prescribed format within 10 days from 13 October 2018 to 22 October 2018 by clicking on the following links and filling the details therein:

Position	Link to Apply
Program Manager	<a href="https://goo.gl/forms/mNSeA79F9T6xuddS2">https://goo.gl/forms/mNSeA79F9T6xuddS2</a>
Associate Project Consultant	<a href="https://goo.gl/forms/Bk0U0gZxLi0IAPI2">https://goo.gl/forms/Bk0U0gZxLi0IAPI2</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 submission of online applications: 22 October 2018**

#### **(H) General Information:**

- Only Shortlisted candidates will be called for the interview and 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 for the post of Program Manager and Associate Project Consultants appointed will be at Agartala, Tripura State. They may however be liable to be posted or travel 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.
- No correspondence will be entertained from any ineligible and non-selected candidate in all matter 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.
- The selected candidates will have to sign a one year bond with the company - In case for any reason, the selected candidate leaves the services of the Company before the contract period of one year from the date of commencement of duties (excluding the unauthorized leave) then the candidate shall forthwith pay a sum equivalent to one (01) month remuneration as mentioned in section (D) above. Acceptance request for relieving in such case will not be given till the realization of Bond amount. This amount will be in addition to shortfall in notice period, if any.
- 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 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.