



NABARD Consultancy Services
(A wholly owned subsidiary of NABARD)
(An ISO 9001: 2015 Company)

Require Project Based Contract Staff for execution of Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY) in Itanagar

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).

NABCONS has been appointed as the Technical Support Agency (TSA) for Mission Management Unit of Arunachal Pradesh State Rural Livelihood Mission (ARSRLM) for implementing placement linked skill training programme in Arunachal Pradesh 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 (1) Program Manager (01 Post), (2) Associate Project Consultant-Project Planning and Management (01Post) and, (3) Associate Project Consultant- Procurement and Finance (01 Post) on contract basis, as Project Based Contract Staff.

I. Details of vacancies, no of post and place of posting are as under:

S.No.	District	No. of post	Place of Posting
1	Program Manager	01	Regional Office, Itanagar
2	Associate Project Consultant- Project Planning and Management	01	Regional Office, Itanagar
3	Associate Project Consultant- Procurement and Finance	01	Regional Office, Itanagar
Total		03	

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.

II. Key Responsibilities

A. Program Manager

Key responsibilities as Program Manager during the contract period will be as under:

- Shall help in implementation of DDU-GKY and its key Non-Negotiable.
- To ensure that appropriate standards of conduct are established and complied with as per DDU-GKY scheme guidelines, which may accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/DDUGKY_CNN_aligned_Guidelines_July_2016.pdf and Standard Operating Procedures which may be accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_1.pdf &
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf
- 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 Arunachal Pradesh SRLM from time to time as per Guidelines/SOP.
- Overall monitoring of DDU-GKY project for the state of Arunachal Pradesh.

B. Associate Project Consultant- Project Planning and Management :

Key responsibilities as Associate Project Consultant- Planning and Management during the contract period will be as under:

- 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.
- Streamlining and undertake concurrent monitoring and placement verification as per scheme guidelines which may accessed at the following link :
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_1.pdf &
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf, under DDU-GKY
- 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.

C. Associate Project Consultant- Procurement and Finance:

Key responsibilities as Associate Project Consultant- Procurement and Finance during the contract period will be as under:

- The incumbent would be responsible for generation of internal and external financial reports as per requirements under DDU-GKY
- Conducting First Month Audit, Monthly Verification and Annual audit of the accounts of PIAs
- Undertake any financial activity mentioned in Standard Operating Procedures which may accessed at the following link: http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf , under DDU-GKY
- Disbursement scheduling, periodical review and monitoring through Project Financial Management System (PFMS).
- To represent the TSA in review meetings in NABCONS Corporate Office, (ARSRLM), MoRD etc.
- Tracking fund utilization and instalment release based on placement verification
- Any other work assigned from time to time.

III. Eligibility Criteria

i. Educational Qualification:

Position	Qualification	Other Criteria
Program Manager	Post-graduation or equivalent qualification (full time) with at-least 50% marks/ equivalent CGPA in Management, Agriculture, Economics, Finance, Social Sciences, Development Studies, Engineering and other related fields from reputed institutes.	<ul style="list-style-type: none"> The candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point Candidates having qualification in MBA Finance will be preferred. Proficiency in reading, writing and speaking in English and Hindi or local language
Associate Project Consultant- Project Planning and Management	Post-graduation/ PG Diploma or equivalent qualification (full time) with 50% marks/equivalent CGPA in Management, Agriculture, Economics, MBA Finance, Social Sciences, Development Studies, Engineering and other related fields from reputed institutes.	<ul style="list-style-type: none"> The candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point. Proficiency in reading, writing and speaking in English and Hindi or local language
Associate Project Consultant- Procurement and Finance	CA/ICWA/ MBA Finance or equivalent qualification (full time) with at least 50% marks/equivalent CGPA from reputed institutes.	<ul style="list-style-type: none"> The candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point. CA/ICWA will be preferred. Proficiency in reading, writing and speaking in English and Hindi or local language

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 Skills related activities would be given preference.
Associate Project Consultant- Project Planning and Management	Candidate with at least 1 year work experience in monitoring projects under Skill Training Programs/Rural Development Programs.	Candidates having experience in areas of Skills related activities would be given preference.
Associate Project Consultant- Procurement and Finance	Candidate with at least 1 year work experience in monitoring projects under Skill Training Programs/Rural Development Programs in finance related work.	Candidates having experience in areas of Skills related activities would be given preference.

iii. Age Criteria:

Position	Age (as on 31 January 2019)
Program Manager	Preferably below 45 Years
Associate Project Consultant- Project Planning and Management	Preferably below 40 years
Associate Project Consultant- Procurement and Finance	Preferably below 40 years

IV. 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. 35,000/-
Associate Project Consultant- Project Planning and Management	Rs. 30,000/-
Associate Project Consultant- Procurement and Finance	Rs. 30,000/-

V. 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

VI. 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.

VII. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 09 March 2019 to 18 March 2019 by clicking on the following links and filling the details therein:

Position	Link to Apply
Program Manager	https://goo.gl/forms/iFoX1dEP1vicZal33
Associate Project Consultant- Project Planning and Management	https://goo.gl/forms/sLlSytwPOjLMduhY2
Associate Project Consultant- Procurement and Finance	https://goo.gl/forms/86euWofTYWJYfuJH3

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.

VIII. Last date for submission of online applications: 18 March 2019

IX. General Information:

- Only Shortlisted candidates will be called for the interview and may also be assessed for their Excel proficiency. Location for the Selection process will be indicated in the call letter. The candidates may kindly note that any cost incurred by them for attending the interview as well as Excel proficiency test 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 candidates appointed will initially be at Itanagar Regional Office. They may however be liable to be posted anywhere in India as per project requirement.
- Selected candidate may have to undertake field visits in other North Eastern states, as required from time to time.
- List of selected and waitlisted candidates for the post will be uploaded in NABCONS website (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 (IV) above. This amount will be in addition to shortfall in notice period, if any. Acceptance request for relieving in such case will not be given till the realization of Bond amount
- 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 depending on number of responses, after preliminary screening / shortlisting with reference to candidate's qualification, suitability, experience, etc (as per section III) . 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 post without assigning any reason at any stage.

Advt. Ref. No. NABCONS/CO-HR/019/PBCS/2018-19

Dated: 09 March 2019