



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

**Requires Project Based Contract Staff for the project "Setting up of Project Management Support Unit (PMU) for implementation of skill training program for Rural Masons under ORMAS" in Odisha State**

NABARD Consultancy Services (NABCONS), a wholly owned Subsidiary 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 by ORMAS for setting up of Project Management Support Unit (PMU) for implementation of Skill Training Program for Rural Masons in the State of Odisha.

NABCONS invites **ONLY ONLINE** applications from Indian Citizens for the following posts as Project Based Contract Staff for project "Setting up of Project Management Support Unit (PMU) for Implementation of skill training program for Rural Masons under ORMAS (Odisha Rural Development and Marketing Society)" of Odisha State.

The posting for the following posts at various locations, will be as under:

S. No.	Name of the Position	Vacancy	Place of Posting
1	Civil Engineer - cum - Team Leader	01	Bhubaneswar, Odisha
2	Finance Coordinator	01	
3	Monitoring, Evaluation & MIS Coordinator	01	
4	PIA Coordination and Monitoring - Divisional Coordinator	03	
<b>Total</b>		<b>06</b>	

The recruitment is project based on contract basis for initial period upto 30 June 2021, which can be extended based on requirement of the project, performance review and to be co-terminus with the project period.

**A. Key Responsibilities:**

S.No.	Name of the Position	Job Profile
1	Civil Engineer - cum - Team Leader	<ul style="list-style-type: none"> <li>i. Overall project delivery and development of vision, strategy and skill implementation framework.</li> <li>ii. Quality Control &amp; Assurance</li> <li>iii. Conflict / Issue Resolution</li> <li>iv. Project Tracking and Issue Resolution</li> <li>v. Stakeholders engagement</li> <li>vi. Regular reviews &amp; updates to ORMAS.</li> <li>vii. Coordination with State Skilling initiatives to build integrated approach for the State</li> <li>viii. Develop annual operation plan and quarterly plans, with the budget, in accordance with the mandate received from MoRD.</li> <li>ix. Liaison and coordination with relevant departments and other stakeholders concerned with or providing assistance on sustainable livelihoods.</li> </ul>

S.No.	Name of the Position	Job Profile
		<ul style="list-style-type: none"> <li>x. Design of skills framework for overall resource mobilization for the programme area.</li> <li>xi. Support capacity building and training management for all the stakeholders.</li> <li>xii. Conducting fortnightly/ monthly reviews with district teams on the progress and status of achievement.</li> <li>xiii. Any other activities which facilitates integration within skills theme</li> </ul>
2	Finance Coordinator	<ul style="list-style-type: none"> <li>i. Develop internal control process and procedure to ensure government process are adhered to, to examine, evaluate, report non-compliance as per government statutory / norms.</li> <li>ii. Review internal and external financial reports as per requirement</li> <li>iii. Undertaking review of Utilization Certificates submitted by the concerned stakeholders</li> <li>iv. Facilitating engagement of suitable Training Service Providers / Project Implementation Agencies as per prescribed guidelines for conducting training of Rural Masons.</li> <li>v. Facilitating engagement of assessment and certification agency</li> <li>vi. Management accounting by ensuring regular update</li> <li>vii. Disbursement scheduling and ensuring timely fund transfers</li> <li>viii. Any other activities which facilitates integration within skills theme</li> </ul>
3	Monitoring, Evaluation & MIS Coordinator	<ul style="list-style-type: none"> <li>i. Identifying the data requirements and sources for monitoring of the program</li> <li>ii. Monitoring and evaluation of training outcome</li> <li>iii. Facilitating skill implementation</li> <li>iv. Working towards standardizing of internal process and preparing SoPs for the same</li> <li>v. Designing various formats, templates, dashboards etc., for comprehensive monitoring</li> <li>vi. Capacity building of the stakeholders for use of MIS/National Portal</li> <li>vii. Coordinating activities of exiting PIAs by tracking their overall performance</li> <li>viii. Any other work within the scope of assignment and as will be assigned by appropriate authority</li> </ul>
4	PIA Coordination and Monitoring - Divisional Coordinator	<ul style="list-style-type: none"> <li>i. Monitoring the activities of all districts</li> <li>ii. Management reporting by ensuring regular update</li> <li>iii. Facilitating skill implementation through coordinating with PIAs</li> <li>iv. Identifying the data requirements and sources for monitoring of the program at district level</li> <li>v. Monitoring and evaluation of training outcome from a district perspective</li> <li>vi. Facilitation of knowledge building and knowledge sharing among the stakeholders</li> <li>vii. Any other activities which facilitates integration within skills theme</li> </ul>

## B. Eligibility Criteria (Education & Experience):

S. No.	Name of the Position	Qualification	Professional Experience	Other Criteria
1	Civil Engineer - cum - Team Leader	B.Tech with Post Graduate/ Master's Degree/MSW/ MBA/ PGDBM or equivalent/ M.Tech in Civil Engineering	<ul style="list-style-type: none"> <li>Minimum Seven (07) years of experience in project management, stakeholder management with 3 years of experience in Civil Engineering.</li> <li>Experience of working in Government projects.</li> </ul>	<ul style="list-style-type: none"> <li>Good written and spoken skill in English, Hindi and Odiya language is desirable.</li> <li>Proficiency in using MS Word, Excel, PowerPoint.</li> </ul>
2	Finance Coordinator	CA Inter/ICWA Inter /MBA Finance/ PGDBM (Finance)	<ul style="list-style-type: none"> <li>Minimum 5 years of experience in general and 3 years of experience in managing overall financial, audit and accounts matter of large firms/ large scale Government/ PSU/ Semi Government schemes or projects.</li> <li>Experience in handling similar rural development assignments in large scale projects.</li> <li>Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts, statement of expenditure, etc., along with the financial statements i.e., ability to establish recognized procedures to account for fund use.</li> </ul>	<ul style="list-style-type: none"> <li>Good written and spoken skill in English, Hindi and Odiya language is desirable.</li> <li>Proficiency in using MS Word, Excel, PowerPoint.</li> </ul>
3	Monitoring, Evaluation & MIS Coordinator	Post Graduate/ Master's Degree/MSW/ MBA/PGDBM or equivalent	<ul style="list-style-type: none"> <li>Minimum 2.5 years of experience required working with Government/ Semi Government/ Donor/ PSU</li> <li>Working in at least 2 years in the areas of monitoring and evaluation.</li> <li>Experience in handling similar rural development/ skill assignments in large scale projects.</li> </ul>	<ul style="list-style-type: none"> <li>Good written and spoken skill in English, Hindi and Odiya language is desirable.</li> <li>Proficiency in using MS Word, Excel, PowerPoint.</li> </ul>
4	PIA Coordination and Monitoring - Divisional Coordinator	Post Graduate/ Master's Degree/ MSW/ MBA/ PGDBM or equivalent	<ul style="list-style-type: none"> <li>Minimum 2.5 years of experience required working with Government/ Semi Government/ Donor/ PSU working in at least 2 years in the areas of monitoring and evaluation.</li> <li>Experience in handling similar rural development/ skill assignments in large scale projects</li> </ul>	<ul style="list-style-type: none"> <li>Good written and spoken skill in English, Hindi and Odiya language is desirable.</li> <li>Proficiency in using MS Word, Excel, PowerPoint.</li> </ul>

### C. Age Criteria

S. No.	Name of the Position	Age (as on 01.08.2020)
1	Civil Engineer - cum - Team Leader	Preferably below 65 Years
2	Finance Coordinator	Preferably below 40 Years
3	Monitoring, Evaluation & MIS Coordinator	Preferably below 40 Years
4	PIA Coordination and Monitoring - Divisional Coordinator	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 candidates will be liable for tax liabilities under section 192 of the Income Tax Act & Rules in force and the tax will be deducted at source:

Sl. No.	Name of the Position	Remuneration - Per Month
1	Civil Engineer - cum - Team Leader	Rs. 60,000/-
2	Finance Coordinator	Rs. 55,000/-
3	Monitoring, Evaluation & MIS Coordinator	Rs. 53,000/-
4	PIA Coordination and Monitoring - Divisional Coordinator	Rs. 53,000/-

### E. Other facilities:

In addition to the remuneration as mentioned above, other facilities as under will also be provided:

- i. The candidates shall be eligible for 15 days of Casual Leaves (CL) per calendar year, as per the leave rules applicable to a State Government State Employee of Odisha. Leaves may be availed as per the following details:
  - a. Casual Leave shall not be granted on vague and general grounds. The purpose for which leave is required must be stated definitely.
  - b. Casual Leave may be combined with Gazette holidays, provided that no one may be absent from office for more than 10 consecutive days including holidays.
  - c. All other terms and conditions mentioned in the HR Manual of NABCONS of ORMAS will be applicable while sanctioning Casual Leave to an employee.
- ii. The candidates have to follow the working hours and working days of Government of Odisha.
- iii. Candidates will be eligible for Provident Fund 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. Travel Facilities: TA/DA facilities will be as per the guidelines of the Client.
- v. Other than the above, the candidates are not eligible for any other allowances like leave encashment, performance bonus, leave travel concession etc.
- vi. There will be no claim for regularization during or after the expiry of contract period.

### F. Contract Period:

The PBCS will be appointed on contract basis initially for a period upto 30 June 2021, which may be extended based on requirement of the project and performance or will be co-terminus with 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 three months' notice within the contract period.



#### G. How to apply:

Interested candidates may apply online in the prescribed format within 10 days from **28 August 2020 to 06 September 2020** by clicking the following links and filling the details therein:

S. No.	Name of the Position	Link to apply
1	Civil Engineer - cum - Team Leader	<a href="https://forms.gle/vxdniY3XLdC1q7qr6">https://forms.gle/vxdniY3XLdC1q7qr6</a>
2	Finance Coordinator	<a href="https://forms.gle/pb87ZuRrJbyLNiVG8">https://forms.gle/pb87ZuRrJbyLNiVG8</a>
3	Monitoring, Evaluation & MIS Coordinator	<a href="https://forms.gle/rHQJ4txLbPwLdMm76">https://forms.gle/rHQJ4txLbPwLdMm76</a>
4	PIA Coordination and Monitoring - Divisional Coordinator	<a href="https://forms.gle/VU5fYF3c74h5FegZ8">https://forms.gle/VU5fYF3c74h5FegZ8</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.

#### H. Last date for submission of online applications: 06 September 2020

#### I. General Information:

- Only Shortlisted candidates will be called for the interview. Location and the process of 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 at the time of interview, failing which candidate will not be allowed to attend interview.
- Place of posting of the candidate appointed will initially be at Bhubaneswar, Odisha. They may however be liable to be posted anywhere in Odisha State as per project requirement. Further, as a part of their functioning the above staff may be required to travel across the State of Odisha from time to time.
- NABCONS will not provide accommodation for the selected/appointed candidates.
- List of selected and waitlisted candidates for the posts will be uploaded in NABCONS website ([www.nabcons.com](http://www.nabcons.com)). 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.

- Merely satisfying the eligibility criteria does not entitle 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 eligibility criteria.
- 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.
- The contractually engaged staff shall have no legal claim to regular absorption either during the period of contract or after the period of contract expires. Similarly, the Contract Appointee will have no claims as to seniority.
- NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.

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Advt. Ref.No. NABCONS/CO-HR/006/PBCS/2020-21

Dated: 28 August 2020

