



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

**Requirement of Senior Level Consultants, Middle level Consultants and Enumerators as Project Based Contract Staff for handling “Tribal Development Projects” at 24 Regional Offices and Head Office, Mumbai of National Bank for Agriculture and Rural Development**

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 invites **ONLY ONLINE** applications from Indian Citizens for the posts of Senior Level Consultants (2 Posts), Middle Level Consultants (21 Posts) and Field Enumerators (63 Posts) for handling ‘Tribal Development Projects’ under Farm Sector Development Department of NABARD in various states across India.

A. Details of vacancies and place of posting is be as under:

S.No	Place of Posting	Posts and vacancies**	
		Senior and Middle Level Consultant*	Enumerators
1	Andhra Pradesh	1	2
2	Arunachal Pradesh	0	1
3	Assam	1	3
4	Bihar	1	4
5	Chhattisgarh	1	3
6	Gujarat	1	4
7	Himachal Pradesh	1	2
8	Jharkhand	1	5
9	Karnataka	1	2
10	Kerala	1	2
11	Madhya Pradesh	1	3
12	Maharashtra	1	4
13	Manipur	1	1
14	Meghalaya	1	1
15	Mizoram	1	1
16	Nagaland	1	1
17	Odisha	1	4
18	Rajasthan	1	4
19	Sikkim	0	1
20	Tamil Nadu	1	3
21	Telangana	1	2
22	Uttar Pradesh	1	4
23	Uttarakhand	0	1
24	West Bengal	1	5
25	Head Office Mumbai*	2	0
<b>Total</b>		<b>23</b>	<b>63</b>

\* At Head Office (HO), 02 Senior Level Consultants are to be appointed, while at Regional Offices (ROs), 21 Middle Level Consultants are to be recruited.

\*\*Candidates can apply for only one state at a time

### Key Responsibilities-

S.No	Posts	Key Responsibilities
i.	Senior Level Consultant	<p>The primary duties and responsibilities as Senior Level Consultant shall be as follows:</p> <ul style="list-style-type: none"> <li>• Follow up with ROs on monitoring of TDF (Tribal Development Fund) projects, upload of data on TDF digitization portal, project rating exercise and submission of returns on ENSURE portal of NABARD.</li> <li>• Preparation of half-yearly National monitoring reports by compiling State Reports received from ROs.</li> <li>• Generation of MIS (Monthly Information System) reports from the TDF digitization portal, CLMAS (NABARD accounting system) and ENSURE and review of the progress achieved under the fund based on the digital reports.</li> <li>• Preparation of analytical notes/papers on to new initiatives, policies or any other relevant field deemed necessary under the purview of TDF.</li> <li>• Communication and coordination with ROs, HO departments, affiliated organisations, Training establishments etc. regarding TDF related issues.</li> <li>• Assist in scrutiny of draft Memorandum of Sanction forwarded by ROs</li> <li>• Undertaking monitoring visits to wadis</li> <li>• Any other item of work assigned by the department</li> </ul>
ii	Middle Level Consultant	<p>The primary duties and responsibilities as Middle Level Consultant shall be as follows:</p> <ul style="list-style-type: none"> <li>• Desk and field monitoring of projects, analysis of issues pertaining to TDF projects, tracking physical and financial achievements against allocated target, follow up with Project Implementing Agencies (PIAs) etc.</li> <li>• Follow up with PIAs on digitization of the projects on TDF portal on regular basis and handling issues encountered therein.</li> <li>• Conduct field visits, studies, convene stakeholder consultations/discussions for policy inputs or for implementation of projects.</li> <li>• Analysis of feedback received from field studies/consultations and reports.</li> <li>• Communication and coordination with HO, Line Departments, affiliated organisations, training establishments etc.</li> <li>• Assist in preparation of Detailed Project Report (DPRs) and draft Memorandum of Sanction (MoS)</li> <li>• Conduct of project rating exercise, preparation of project-</li> </ul>

		<p>wise monitoring reports and submission of State monitoring report</p> <ul style="list-style-type: none"> <li>• Management of database on TDF</li> <li>• Compilation, checking and management of information uploaded by enumerators on TDF Monitoring Software</li> <li>• Any other work assigned by RO</li> </ul>
iii	Enumerator	<p>The primary duties and responsibilities as Enumerator shall be as follows:</p> <ul style="list-style-type: none"> <li>• Monitoring of projects at ground level.</li> <li>• Each project and wadi has to be visited by the enumerator and data on different components has to be collected and uploaded on TDF Monitoring Software.</li> <li>• Assist in project rating exercise and preparation of project-wise monitoring reports.</li> <li>• Any other item of work assigned by RO</li> </ul>

## B. Eligibility Criteria

Criteria	Details		
	Senior Level Consultant (Post 2)	Middle Level Consultant (Post 21)	Enumerator (Post 63)
<b>Educational Qualification</b>	Graduate/Post-graduate in Agriculture and allied subjects i.e. Agriculture, Horticulture, Forestry, Agricultural Engineering, Dairy Technology, Veterinary and Animal Science only.	Graduate/Post-graduate in Agriculture and allied subjects i.e. Agriculture, Horticulture, Forestry, Agricultural Engineering, Dairy Technology, Veterinary and Animal Science only.	Graduate from any Recognized University
<b>Experience</b>	2-4 years' experience in Natural Resource Management/ Financing/ Value chain management/ Agri. Marketing based projects/ studies.	1-4 years' experience in Natural Resource Management/ Financing/ Value chain management/ Agri. Marketing based projects/studies.	1-2 years' experience in Natural Resource Management/ Financing/ Value chain management/ Agri. Marketing based projects/ studies.
<b>Other Criteria</b>	<ul style="list-style-type: none"> <li>i. Must Possess good writing and communication skills</li> <li>ii. Candidates having work experience in Tribal areas will be preferred.</li> <li>iii. Should have database management knowledge</li> <li>iv. Must be proficient in MS Office, MS Power Point, MS Excel</li> </ul>	<ul style="list-style-type: none"> <li>i. Should have experience in field monitoring and evaluation of NRM projects or tribal development projects</li> <li>ii. Should have database management knowledge</li> <li>iii. Must be proficient in</li> </ul>	<ul style="list-style-type: none"> <li>i. Should possess knowledge of MS Office and should be able to handle the mobile app designed for the data collection purpose.</li> <li>ii. He/ She should be physically fit for travelling in</li> </ul>

	v. Should have good analytical skills	MS Office, MS Power Point, MS Excel iv. Should be proficient in the State language	iii. Must be proficient in State language. Additional score would be given to a candidate having good knowledge of different dialects of the State.
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**C. Age Criteria:**

Position	Age (as on 1st June 2021)
Senior Level Consultant	Minimum 24 years and Maximum 65 years
Middle Level Consultant	Minimum 24 years and Maximum 65 years
Enumerator	Minimum 24 years and Maximum 45 years

**D. Remuneration:**

Candidates will be paid consolidated monthly remuneration (u/s 192 of the IT Act) based on the experience and educational qualification and overall suitability of the candidate for the posts as under:

Category	Qualification	Experience	Remuneration
Senior Level Consultant	Post Graduate/Doctorate	>2 years	Rs.51,000 - 60,000/- PM
	Graduate	>4 years	
Middle Level Consultants	Post Graduate/Doctorate	>1-2 years	Rs.41,000 - 50,000/- PM
	Graduate	>3-4 years	
Enumerators	Graduate	>1-2 years	Rs. 20,000 - 25,000/- PM

- The above remuneration will be inclusive of all statutory deductions that NABCONS may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions. The PBCS appointed will be liable for tax liabilities as per Income Tax Act & Rules and the tax will be deducted at source.
- There would be an annual revision in the remuneration by 5% within the range stated above, which shall be considered after one year of satisfactory service by consultants and enumerators.

#### E. Other Facilities:

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

S.No	Particulars	Eligibility (Senior and Middle Level Consultants)	Eligibility (Enumerator)
<b>A.</b>	<b>Daily allowance during field visit</b>		
i	Travelling Allowance	3 AC or hired taxi by RO/ Bus	3 AC or hired taxi by RO/ Bus
ii	Halting Allowance	<ul style="list-style-type: none"><li>Rs. 1000/- per diem for normal</li><li>50% of normal if staying in hotel</li><li>25% of normal if residential programme like training, workshop etc.</li></ul>	<ul style="list-style-type: none"><li>Rs. 500/- per diem for normal</li><li>50% of normal if staying in hotel</li><li>25% of normal if residential programme like training, workshop etc.</li></ul>
iii	Lodging	On actual basis subject to the ceiling of Rs. 1500 per diem	On actual basis subject to the ceiling of Rs. 750 per diem
<b>B</b>	<b>Insurance</b>		
i	Premium of comprehensive medical insurance	Rs.6,500/- per year	Rs.6,500/- per year
<b>C</b>	<b>Other</b>		
i	Provident Fund	As per the extant guidelines of NABCONS	As per the extant guidelines of NABCONS
ii	Mobile Expenses	Rs. 500/-	Rs. 500/-
iii	Permissible absence (other than Saturday/ Sunday/ holiday)	24 days per year (@2 days per month)	24 days per year (@2 days per month)
iv	Printing of Visiting cards	100 cards per year	100 cards per year

#### Note:

- An Enumerator should be eligible for getting halting and lodging allowance only if the wadi is more than 80 km away from the place he/she is stationed.
- The job involves extensive touring within the state and outside to various project areas/ROs/Offices etc. as may be required for all the positions. Travel will need to be undertaken as directed by the FSDD at both ROs/ HO for the field visits.
- Other than the above, the consultants and enumerators are not eligible for any other facilities/allowance like leave encashment, performance bonus, leave travel concession, etc.

#### F. Contract Period:

The Contract Staff (Senior Level and Middle Level Consultants and Enumerators) will be appointed on contract basis initially for a period of one year which may be extended subject to annual review of their satisfactory performance of duties and requirement of the project.

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## G. Termination of contract

The contract service will be of temporary nature and can be terminated by giving notice period of three months as per NABCONS Policy.

## H. Training and capacity building of Consultants and Enumerators

Once the recruitment is complete, all the consultants and enumerators would be given a training regarding their key responsibilities at HO and ROs and usage of TDF digitization and monitoring software

## I. How to Apply:

Interested candidates may apply online in the prescribed format within 15 days from 26 June 2021 to 10 July 2021 by clicking on the following links and filling the details therein:

Position	Link to Apply
Senior Level Consultant	<a href="https://forms.gle/e79TgsMVJ1cTn5xk7">https://forms.gle/e79TgsMVJ1cTn5xk7</a>
Middle Level Consultant	<a href="https://forms.gle/cWPjoNK6z4msaA17A">https://forms.gle/cWPjoNK6z4msaA17A</a>
Enumerator	<a href="https://forms.gle/GUy2Hmk5fH77WKeS6">https://forms.gle/GUy2Hmk5fH77WKeS6</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.

### Instructions:

- i. Before applying, candidates should read all the instructions carefully and ensure that they fulfill all the eligibility criteria for the post. NABCONS would admit candidates on the basis of the information furnished in the ON-LINE application and shall verify their eligibility at the stage of interview/ joining. If, at any stage it is found that any information furnished in the ON-LINE application is false/incorrect or if according to the NABCONS, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for the interview/joining/ not allowed to continue, if joined.
- ii. Candidates are requested to apply only ON-ONLINE through NABCONS website (www.nabcons.com). No other mode of submission of application will be accepted.
- iii. **Important Dates/ Timelines**

<b>Last date for submission of online applications</b>	<b>10 July 2021</b>
<b>NABCONS reserves the right to make change in the dates indicated above.</b>	

Please note that corrigendum, if any, issued related to the above advertisement will be published only on NABCONS website (www.nabcons.com).

## J. General Information

- Only Shortlisted candidates will be called for the interview and may also be assessed for their proficiency in MS Office/ data management. 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 interview may be held in person or through virtual mode as may be required.
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- 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 posts will be as per the locations mentioned in Section A above. The candidates can be posted anywhere in India depending upon the project requirement. Further, as a part of their functioning the above consultants may be required to travel across the mentioned state and other parts of the country from time to time. NABCONS will not provide accommodation for the selected/appointed candidates.
- 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 one year from the date of result.
- 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 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 / short listing 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.
- 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.
- The selected candidates shall not take up any part time / full time employment or assignments elsewhere or do any business during the period of their contract with NABCONS. The engagement shall automatically be terminated if he/ she joins any other organization without giving prior information. In such an event, NABCONS shall have the right to claim compensation/ damages, if any, as it may deem fit.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.