



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

**Requirement of Project Based Contract Staff for effective implementation and monitoring of 'Off Farm Development Department' (OFDD) Projects in various Regional Offices 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 Junior Consultants (18 Posts) on contract basis, as Project Based Contract Staff, for effective implementation and monitoring of 'Off Farm Development Department' (OFDD) projects in various states across India.

Off Farm Development Department (OFDD) functions with different verticals namely - Off Farm Producers' Organization (OFPOs), Skill Development, Marketing Initiatives, GI, Rural Innovation, Rural Incubation, etc.

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

S.No.	List of ROs for advertisement	No. of Consultants
1	Karnataka	1
2	Kerala	1
3	Rajasthan	1
4	Tamil Nadu	1
5	Uttar Pradesh	1
6	Andaman and Nicobar	1
7	Arunachal Pradesh	1
8	Goa	1
9	Himachal Pradesh	1
10	Jammu	1
11	Ladakh*	1
12	Meghalaya	1
13	Mizoram	1
14	Nagaland	1
15	Uttrakhand	1
16	Sikkim	1
17	Tripura	1
18	Orissa	1
<b>Total no. of Junior Consultants to be hired</b>		<b>18</b>

\*One consultant has been proposed for Ladakh region to take care of the special requirements of the region. The location of the Junior Consultant could be at Ladakh/ Jammu/ Srinagar depending on the discretion of the RO based on need.

**Note- Candidates can apply for only one state at a time.**

## Key Responsibilities-

S.No	Posts	Key Responsibilities
i	Junior Consultant	<p>The primary duties and responsibilities as Junior Consultant shall be as follows</p> <ul style="list-style-type: none"> <li>• Oversee smooth implementation of the OFDD works in the allocated area.</li> <li>• Manage all aspects of the project implementation.</li> <li>• Guiding the Implementing Agencies and providing the feedback to DDM/RO/HO.</li> <li>• Coordinating the government and other developmental agencies at the district/ state level.</li> <li>• Work with banks/ PIAs to improve credit linkage of OFPOs.</li> <li>• Continuous monitoring of the project (Technical, Physical and Financial).</li> <li>• Submission of the fortnightly reports on the status of the implementation to NABCONS and NABARD Regional Offices/ HO.</li> <li>• Liaising with all stakeholders and DDMs.</li> <li>• Making regular visits to the projects.</li> <li>• Carry out random audit of the transactions pertaining to NABARD supported projects, if desired by the RO/HO.</li> <li>• Test check of the audits/ accounts of agencies with respect to OFDD projects to ensure compliance of the observations.</li> <li>• Supervision of the execution of the prescribed activities.</li> <li>• Ensuring adherence to the timelines.</li> <li>• Organize and attend meetings.</li> <li>• Resolving issues.</li> <li>• Be one stop solution for smooth implementation of the projects.</li> <li>• Prepare detailed work plan and point wise achievement chart of the activities and tours with timelines.</li> <li>• Documentation of the implementation of the project.</li> <li>• Additional items of work, if any, assigned by the ROs.</li> <li>• Required to travel in rural areas covered under project areas.</li> <li>• To liaison with Government(s)/ government agencies engaged in rural cottage and MSME sector.</li> <li>• Work in close coordination with HO, RO and DDMs.</li> <li>• Desk monitoring, analysis of RO-wise issues, achievements, follow up with POPIs/ RSAs etc. and reporting.</li> <li>• Digitization of OFPO data on regular basis- issues, follow up etc. (at ROs only)</li> </ul>

	<ul style="list-style-type: none"> <li>• Design and conduct of monitoring visits/ studies and stakeholder consultations/ discussions of the policy inputs/ implementation of schemes.</li> <li>• Analysis of feedback received from field studies/ consultations and reporting.</li> <li>• Communication and coordination with ROs, affiliated organizations, related institutions and agencies.</li> <li>• Take up any task related to development of non-farm livelihoods and make it sustainable.</li> <li>• Any other item of work as per necessity of the department.</li> </ul>
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## B. Eligibility Criteria

### Junior Consultant (18 Posts)

Criteria	Details
<b>Educational Qualification</b>	<p><b>Essential:</b> Graduation in any discipline with working knowledge of computer with minimum 60% marks or equivalent CGPA.</p> <p><b>Desirable:</b> Post Graduation/ MBA in any discipline.</p>
<b>Experience</b>	Minimum 03 years' experience on promoting or financing farmers' collectives/ agribusiness activities/ non-agri Marketing/ Value Chain Management/ Networking with Government agencies/ Banks working with NGOs/ VAs etc
<b>Other Criteria</b>	<p>a. Possess knowledge of Off farm sector activities and its issues, environment/ ecosystem</p> <p>b. Work experience in NGO sector/ Cluster development</p> <p>c. Networking with Govt. agencies/ departments</p> <p>d. Basic book keeping and banking awareness</p> <p>e. Knowledge on IT, report generation, data collection and analysis etc.</p> <p>f. Proficiency in the vernacular language (Read, Write and Speak)</p>

## C. Age Criteria:

Position	Age (as on 1st June 2023)
Junior Consultant	Minimum 25 years and Maximum 35 years (may be relaxed in deserving candidates subject to approval from competent authority).

**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:

Post	Monthly remuneration
Junior Consultant	Rs. 40,000/-

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.

**E. Other Facilities:**

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

S.No.	Particulars	Eligibility
A.	<b>Allowance during field visits</b>	
i.	TA/ Conveyance/ Hotel/ HA	<b>Boarding/Lodging/Halting Allowance</b> -Maximum Rs. 2000/- per day. Boarding (Hotel)-maximum Rs. 1000/- including taxes, on actual basis and Rs. 1000/- towards lodging/ halting allowance. <b>Travelling Allowance</b> - III AC Travel on production of actual tickets. <b>Out of pocket expenses</b> - Rs. 250/- per day on declaration basis in addition to TA (by public transport by bus/ train on actual basis), where no overnight stay is involved. <b>Local Conveyance</b> - Junior consultants will be allowed reimbursement of local conveyance by public transport, namely, bus, auto on rates approved by the State RTO for other office work and note for commuting to office daily for attending office.
ii	Tours	Maximum 2 tours (to and fro) per month are envisaged. Travel up to maximum 10 days in a month may be allowed during these tours. The tour programme may be approved by at least 2 officers of different grades (including one senior officer). However, for more than 2 tours in a month, depending on the number of OFDD projects to the consultant, RO may approve/ sanction tours on case-to-case basis with the approval of OIC.
B.	<b>Insurance</b>	
	Premium of comprehensive medical insurance	Rs. 6,500/- per year

S.No.	Particulars	Eligibility
C.	<b>Other</b>	
i	PF Contribution	As per the extant guidelines of NABCONS
ii	Permissible absence (other than Sunday holiday)	24 days per year (@2 days per month on proportionate basis)
D.	Other than the above, the consultants are not eligible for any other facilities/ allowance like leave encashment, performance bonus, leave travel concession, etc.	

**F. Contract Period:**

The PBCS will be appointed on contract basis initially for a period of two years. The PBCS will be appointed on contract basis initially for a period of one year which may be extended for another 12 months based on requirement of the project and performance or will be co-terminus with the project period.

**G. Termination of contract**

The contract service will be of temporary nature and can be terminated by giving notice period of one month.

**H. How to Apply:**

Interested candidates may apply online in the prescribed format within 15 days from 04 July 2023 to 18 July 2023 by clicking on the following links and filling the details therein:

Position	Link to Apply
Junior Consultant	<a href="https://forms.office.com/r/4BCtA5uzks">https://forms.office.com/r/4BCtA5uzks</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>18 July Midnight</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).

## **I. 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.
- 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.
- 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.