



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

Requirement of Project Based Contract Staff for Monitoring of DDU-GKY Projects (Deen Dayal Upadhyay Grameen Kaushalya Yojana) in Odisha

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 is engaged as the Central Technical Support Agency (CTSA) for monitoring placement linked skill training programme in Odisha under DDU-GKY (Deen Dayal Upadhyay Grameen Kaushalya Yojana) Project of Ministry of Rural Development (MoRD), Government of India. NABCONS invites **ONLINE** applications from Indian Citizens on contract basis, as Project Based Contract Staff for the following posts.

1. Details of vacancies and Place of Posting

| Sr.No. | Post | Vacancy | Place of posting |
|--------|---|---------|---------------------|
| 1 | Associate Project Consultant (Placement Monitoring & MIS) | 01 | Bhubaneswar, Odisha |
| 2 | Associate Project Consultant – (Documentation and Knowledge Management) | 01 | Bhubaneswar, Odisha |
| Total | | 02 | |

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

The job profile, desired educational qualification, experience and remuneration details are given below:

2. A. Associate Project Consultant (Placement Monitoring & MIS)

The primary roles and responsibilities shall be as under:

- Undertake Training Centre inspections of DDU-GKY TC across Odisha and , ensure that appropriate standards of conduct are established and complied with, as per DDU-GKY scheme guidelines
- Onsite Placement Verification of Candidates / Employers as per SoP 2 Chapter 7 norms collect evidence to corroborate with the placement data submitted by PIAs and submit report.
- Provide capacity building to all project monitoring staff, including staff of SRLM, PIA and other key stakeholders of the project.
- Responsible for creating and managing the various databases required for DDU-GKY project

performance monitoring.

- Develop and maintain system plan including operational requirements as per the DDU-GKY Standard Operating Procedures Conduct training on MIS activities to increase staff expertise.
- Design various formats, templates, dashboards etc. for comprehensive monitoring of the programme
- Maintain a data repository of the samples received from SRLM along with desired documents and keep a track time lag between received and report submission.
- Compliance of documents for samples received from SRLM for CTSA verification, check veracity of documents and report any deficiency in the documents.
- Coordinate with all SRLM/NABCONS CO/RO/ZO and Employer for resolving issues related to sample verification.
- Ensure timely and accurate generation MIS reports. Identify and recommend improvements to established procedures, forms and workflows.

B. Eligibility Criteria

| Criteria | Details |
|----------------------------------|---|
| Educational Qualification | <p>Essential: Degree engineering/ Economics/Management/ with minimum 50% or equivalent CGPA from a recognized management institution</p> <p>Preferred:</p> <ul style="list-style-type: none"> • The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. |
| Experience | <ul style="list-style-type: none"> • Candidate with minimum 4 years Post qualification experience. • Desired: Candidates having experience in Monitoring and MIS work in Skill/ livelihood project would be given preference. |
| Other Criteria | <ul style="list-style-type: none"> • Fluency in local language will be preferred. |

3. A. Associate Project Consultant – (Documentation and Knowledge Management)

The primary roles and responsibilities shall be as under:

- Undertake Training Centre inspections of DDU-GKY TC across Odisha and , ensure that appropriate standards of conduct are established and complied with as per DDU-GKY scheme guidelines
- Onsite Placement Verification of Candidates / Employers as per SoP 2 Chapter 7 norms, collect evidence to corroborate with the placement data submitted by PIAs and submit report.
- Provide capacity building to all project monitoring staff, including staff of SRLM, PIA and other key stakeholders of the project.
- Document best practices and case studies during implementation of DDUGKY in the state
- Plan and design the State IEC strategy w.r.t MoRD and State DDU-GKY Guidelines
- Assist to SRLM, in all IEC activities related to the DDU-GKY.
- Create and maintain Social media channels/digitals platforms for dissemination of information among the target audience of DDUGKY project.
- Develop system for knowledge management which provides the insights for policy management/formulation, best practices, pilot studies etc.

- Work in synergy with IEC teams at CO level for giving momentum to state level initiatives
- Evaluate and document the impact of IEC/BCC activities in collaboration with other stakeholders.
- Effective design of soft skill & capacity building training methodology of stakeholders.

B. Eligibility Criteria

| Criteria | Details |
|----------------------------------|--|
| Educational Qualification | <p>Essential: Graduate in any discipline with PG Diploma in Rural Development/ Journalism & Mass Communications with minimum 50% or equivalent CGPA from a recognized management institution.</p> <p>Preferred:</p> <ul style="list-style-type: none"> • The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. |
| Experience | <ul style="list-style-type: none"> • Candidate with minimum 4 years Post qualification experience • Desired: Candidates having experience in Project Documentation, Donor Reporting etc. |
| Other Criteria | <ul style="list-style-type: none"> • Proficiency in reading, writing and speaking in English • Fluency in local language will be preferred |

4. Age Criteria

| Position | Age (as on 01 July 2022) |
|------------------------------|---------------------------|
| Associate Project Consultant | Preferably below 42 years |

5. Remuneration

Candidate will be paid consolidated remuneration based on the experience, educational qualification and overall suitability of the candidate for the post as under:

| Post | Consolidated Monthly remuneration |
|-------------------------------|-----------------------------------|
| Associate Project Consultants | Rs. 39,000/- |

@ The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.

Other Benefits/ Facilities:

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

- Lunch allowance of Rs 2000/- per month.
- Mobile and internet allowance of Rs 1000/- per month.
- 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.

6. Contract Period

The Project Based Contract Staff 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.

7. How to Apply

Interested candidates may apply online in the prescribed format from: 17.08.2022 – 20.08.2022 by clicking on the following links and filling the details therein:

| Sr. No | Name of the Post | Link |
|--------|---|---|
| 1 | Associate Project Consultant (Placement Monitoring & MIS) | https://forms.office.com/r/UEbGSjjJ71 |
| 2 | Associate Project Consultant – (Documentation and Knowledge management) | https://forms.office.com/r/QHPpLumafP |

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: - 20.08.2022

Instructions

- i. Before applying, candidates should read all the instructions carefully and ensure that they fulfil 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.

Important Dates/ Timelines

| | |
|--|--------------------------------|
| Last date for submission of online applications | 20 August 2022 Midnight |
| NABCONS reserves the right to make change in the dates indicated above. | |

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

8. General Information

- Only Shortlisted candidates will be called for the interview and may also be assessed for their Writing Skills and Excel proficiency. 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 of the 02 Associate Project consultants appointed will be at Bhubaneswar, Odisha. Further, as a part of their functioning the above consultants may be required to travel across the State of Odisha and other parts of the country 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.
- 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.