



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 18 select 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). NABCONS invites **ONLY ONLINE** applications from Indian Citizens for the posts of Senior Consultant (02 Posts) and Junior Consultants (20 Posts) on contract basis, as Project Based Contract Staff, for effective implementation and monitoring of 'Off Farm Development Department' (OFDD) projects in 18 States.

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	Place of Posting	Posts and vacancies	
		Senior Consultant	Junior Consultant*
1	Mumbai, Head Office, NABARD	02	02
2	Andhra Pradesh (Hyderabad)	--	01
3	Assam (Guwahati)	--	01
4	Bihar (Patna)	--	01
5	Chhattisgarh (Raipur)	--	01
6	Gujarat (Ahmedabad)	--	01
7	Haryana (Chandigarh)	--	01
8	Jharkhand (Ranchi)	--	01
9	Karnataka (Bangalore)	--	01
10	Kerala (Thiruvananthapuram)	--	01
11	Madhya Pradesh (Bhopal)	--	01
12	Maharashtra (Pune)	--	01
13	Odisha (Bhubaneswar)	--	01
14	Punjab (Chandigarh)	--	01
15	Rajasthan (Jaipur)	--	01
16	Tamil Nadu (Chennai)	--	01
17	Telangana (Hyderabad)	--	01
18	Uttar Pradesh (Lucknow)	--	01
19	West Bengal (Kolkata)	--	01
	Total	02	20

*Notes: Candidates can apply for only one state at a time.

Key Responsibilities-

S.No	Posts	Key Responsibilities
i.	Senior Consultant	<p>The primary duties and responsibilities as Senior Consultant shall be as follows:</p> <ul style="list-style-type: none"> • Provide key technical support (i.e. Assessment of capacity building needs, and other areas of business facilitation) for developing off-farm clusters and Off Farm Producer Organisations (OFPOs) in the rural areas. • Develop new interventions and devise suitable implementation plan for strengthening existing off farm promotional activities of NABARD. • Follow up with ROs and POPIs (wherever necessary) • Visit to the OFPOs • Assistance in Business plan development, design development • Developing protocol for CFC functioning • Communication and coordination with ROs, affiliated organisations, related institutions and agencies • Visit Agri Business Incubation centres and provide necessary guidance on timely basis for attaining sustainability • Development of matrix for Host Institution and Monitoring tool for Incubators • Management of catalytic capital assistance and rating tool for appraisal and monitoring • Any other item of work as per necessity of the department.
ii	Junior Consultant	<p>The primary duties and responsibilities as Junior Consultant shall be as follows</p> <ul style="list-style-type: none"> • Oversee smooth implementation of the OFDD works in the allocated area. • Manage all aspects of the project implementation • Guiding the Implementing Agencies and providing the feedback to DDM/RO/HO • Coordinating with Govt., and other developmental agencies at the district/state level • Work with banks/PIAs to improve credit linkage of OFPOs • Continuous monitoring of the project (Technical, Physical and Financial) • Submission of fortnightly reports on the status of implementation to NABCONS & NABARD Regional Offices/HO • Liaisoning with all stakeholders and DDMs • Making regular visits to the projects • Carry out random audit of the transactions pertaining to NABARD supported projects, if desired by the RO/HO • Test check of the audits/accounts of agencies with respect to OFDD projects to ensure compliance of the observations • Supervision of the execution of the prescribed activities • Ensuring adherence to the timelines • Organize and attend meetings • Resolving issues • Be one stop solution for smooth implementation of the projects • Prepare detailed work plan and point wise achievement chart of the activities and tours with timelines • Documentation of the implementation of the project • Additional items of work, if any, assigned by the ROs

	<ul style="list-style-type: none"> • Required to travel in rural areas covered under project areas. • To liaison with Govts /Govt. agencies engaged in rural, cottage and MSME sector. • Work in close coordination with HO, ROs and DDMs. • Desk monitoring, analysis of RO-wise issues, achievements, follow up with POPIs/RSAs etc. and reporting • Digitization of OFPO data on a regular basis - issues, follow up etc. (at ROs only) • Design and conduct of monitoring visits / studies and stake holder consultations / discussions for policy inputs / implementation of schemes • Analysis of feedback received from field studies / consultations and reporting • Communication and coordination with ROs, affiliated organisations, related Institutions and agencies • Take up any task related to development of non-farm livelihoods and make it sustainable. • Any other item of work as per necessity of the department
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B. Eligibility Criteria

i. Senior Consultant (02 Posts):

Criteria	Details	
	Senior Consultant (Post 1)	Senior Consultant (Post 2)
Educational Qualification	Post Graduate / MBA in Rural Development, Rural Management, Agri Business, Entrepreneurship with minimum 60% marks or equivalent CGPA	Post Graduate / MBA in Rural Development, Rural Management, Agri Business, Entrepreneurship with minimum 60% marks or equivalent CGPA
Experience	<p>a. More than 10 years' experience in the field of Agri. Rural Business Incubation and start up ecosystem.</p> <p>b. The expert having experience in developing or working at senior level in an agri incubation/ agri. Start Ups etc. will be preferred.</p>	At least 10 years' relevant experience in MSME financing/ cluster promotion/ value chain management of Off farm produce etc. with knowledge in IT / Accounting
Other Criteria	<p>a. Possesses knowledge of MSME environment/ ecosystem</p> <p>b. Work experience in NGO sector (at least three years)/ Cluster development</p> <p>c. Networking with Govt. agencies/ Depts.</p> <p>d. Basic book keeping and banking awareness</p> <p>e. Should have excellent Knowledge of Computers with proficiency in Ms Office /IT tools</p> <p>f. Experience of working in Banking sector (rural areas) will be preferred</p>	<p>a. Possesses knowledge of MSME environment/ ecosystem</p> <p>b. Work experience in NGO sector (at least three years)/ Cluster development</p> <p>c. Networking with Govt. agencies/ Depts.</p> <p>d. Basic book keeping and banking awareness</p> <p>e. Should have excellent knowledge of Computers with proficiency in MS Office/IT tools</p> <p>f. Experience of working in banking sector (rural areas) will be preferred</p>

ii. **Junior Consultant (20 Posts)**

Criteria	Details
Educational Qualification	MBA / Graduate with IT/Computers as a subject with minimum 60% marks or equivalent CGPA
Experience	Minimum 03 years' experience in promoting or financing farmers' collectives/ agribusiness activities /non-agri marketing/ Value Chain Management/ Networking with Govt agencies/ Banks working with NGOs/ VAs etc.
Other Criteria	<ul style="list-style-type: none">i. Possess knowledge of Off farm sector activities & its issues, environment/ ecosystemii. Work experience in NGO sector/ Cluster developmentiii. Networking with Govt. agencies/Depts.iv. Basic Book Keeping and Banking Awarenessv. Knowledge on IT, report generation,data collection and analysis etc.vi. Proficiency in the vernacular language (Read, write and speak).

C. **Age Criteria:**

Position	Age (as on 1st May 2021)
Senior Consultant	Minimum 40 years and Maximum 50 years (may be relaxed in deserving cases with OFDD HO approval)
Junior Consultant	Minimum 25 years and Maximum 35 years (maybe relaxed in deserving cases with OFDD HO approval)

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
Senior Consultant	Rs. 1,50,000/-
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 (Junior Consultant)	Eligibility (Senior Consultant)
A.	Daily allowance during field visit		
i	TA/ Conveyance/ Hotel/ HA	<ul style="list-style-type: none"> Boarding/ Lodging/ Halting Allowance - Max: Rs.2,000/- per day (Hotel - maximum Rs. 1000/- including taxes, on actual basis and Rs.1000/- towards Boarding and Halting Allowance) Travelling Allowance/ Conveyance: Max Rs. 2000/- per tour (Travel by Illrd AC + Conveyance), on actual basis. Rs.250/-out of pocket expenses per day on declaration basis in addition to TA (by public transport by bus/ train on actual basis), where no overnight stay is involved. 	<ul style="list-style-type: none"> Boarding/ Lodging/ Halting Allowance - Max: Rs. 3,000 /- per day (Hotel - maximum Rs. 2000/- including taxes, on actual basis and Rs. 1000/- towards Boarding and Halting Allowance) Travelling Allowance/ Conveyance: Max: Rs.2000/- per tour (Travel by Illrd AC + Conveyance), on actual basis. Rs. 250/- out of pocket expenses per day on declaration basis in addition to TA (by public transport by bus/ train on actual basis), where no overnight stay is involved.
ii	Tour	The post requires extensive travel within the state and outside depending on need. Travel will need to be undertaken as directed by the DGM of OFDD at both ROs/ HO and will be for field visits to project areas/ROs/Offices.	<ul style="list-style-type: none"> The post requires extensive travel within the state and outside depending on need. Travel will need to be undertaken as directed by the DGM of OFDD at both ROs/ HO and will be for field visits to project areas/ ROs/ Offices. Travel upto 15 days in a month may be allowed during these tours.
B	Insurance		
i	Premium of comprehensive medical insurance	Rs.6,500/- per year	Rs.6,500/- per year
C	Other		
i	Provident Fund	As per the extant guidelines of NABCONS	As per the extant guidelines of NABCONS
ii	Permissible absence (other than Saturday/ Sunday/ holiday)	24 days per year (@2 days per month) on proportionate basis	24 days per year (@2 days per month) on proportionate basis

Note: Other than the above, consultants are not eligible for any other facilities/ allowances 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 one year which may be extended 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 30 days.

H. How to Apply:

Interested candidates may apply online in the prescribed format within 15 days from 15 May 2021 to 29 May 2021 by clicking on the following links and filling the details therein:

Position	Link to Apply
Senior Consultant	https://forms.gle/2ptVi7CVJB9BhEns9
Junior Consultant	https://forms.gle/MpkLkCuDghKh45st6

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**

Last date for submission of online applications	29 May 2021
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).

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.
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- 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) 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.