



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

Require Project Based Contract Staff for execution of project Technical Support Agency to the Government of Assam for Monitoring and Evaluation of Irrigation project

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 following 05 Posts on contract basis, as Project Based Contract Staff.

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

S.No.	Name of the Post	No. of Posts	Place of posting
1	Team Leader (Agriculture Engineering)	01	NABCONS Zonal Office - NER, Guwahati
2	Associate Project Consultant (Irrigation/Agriculture)	01	
3	Associate Project Consultant (MIS)	01	
4	Data Manager	01	
5	Assistant Data Manager	01	
Total Vacancies		05	

The recruitment is project based on contract basis upto 31 March 2021, which can be extended based on requirement of the project or performance review and to be co-terminus with the project period, whichever is earlier.

A. Key Responsibilities-

S.No	Posts	Key Responsibilities
i.	Team Leader (Agriculture Engineering)	I. Supervision of overall operational system & processes a) Due-Diligence of NGOs b) Inspection of installations c) Monitoring and Quality Assurance d) Preparing format for evaluation, Monitoring and Reporting e) Management Information System II. Supporting better management of reporting & information flow. III. Supervision of Financial Monitoring IV. Manage and increase the effectiveness and efficiency of support services
ii	Associate Project Consultant (Irrigation/Agriculture)	I. Undertake field monitoring visits to the installation sites, issue of advisory and compliance follow-up; II. Tracking of performance of NGOs. Issue of alerts on shortfall & follow up for action; III. Liaise and coordinate with concerned officials at the Districts for collection of data with respect to submission

		<p>of application, selection of brand/model of chosen prime-mover by prospective beneficiary, monitoring, evaluation and reporting.</p> <p>IV. Monthly reporting of targets/achievements to Directorate of Agriculture.</p> <p>V. Assist in the development and improvement of the MIS systems to ensure effective monitoring</p>
iii	Associate Project Consultant (MIS)	<p>I. Shall assist in the development of the Web-based MIS for the scheme</p> <p>II. Assist in coordinating data received from the field for its transcription to the MIS.</p> <p>III. Record/Upload the data on the MIS</p> <p>IV. Coordinate to update MIS and maintain records for the respective Districts.</p> <p>V. Analyze and predict any trends/observations as deemed important to Directorate of Agriculture.</p>
iv	Data Manager	<p>I. To assist the team leader on various computerized works like web management, management of data, power point presentation, drafting, record keeping, preparation of reports, emailing etc.</p> <p>II. To upload data, location, specific Lat-Long in the relevant website.</p> <p>III. To co-ordinate with officials at Directorate of Agriculture, District Engineers.</p>
v	Assistant Data Manager	<p>I. To assist the Data Manager on various computerized works like web management, Data Entry, management of data, power point presentation, drafting, record keeping, preparation of reports, emailing etc.</p> <p>II. To upload data, location, specific Lat-Long in the relevant website.</p> <p>III. To co-ordinate with officials at Directorate of Agriculture, District Engineers</p>

B. Eligibility Criteria

i. Educational Qualification and Experience:

S.No	Position	Educational Qualification	Experience	Other Criteria
i	Team Leader (Agriculture Engineering)	Masters/Bachelor degree in Agriculture Engineering	<p>i. 20 years' experience in Agriculture or allied fields with previous experience in working in Govt. Projects.</p> <p>ii. Preference will be given to those who have retired as Chief Engineer of Agriculture Department</p>	<p>a. Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning</p> <p>b. Proficiency in reading, writing and speaking English and local language</p>

ii	Associate Project Consultant (Irrigation/Agriculture)	Masters/Bachelor degree in Agriculture Engineering/ Agriculture	Minimum 05 years' experience in working in Agriculture Engineering or allied field.	a. Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning b. Proficiency in reading, writing and speaking English and local language
iii	Associate Project Consultant (MIS)	B.E/B.Tech/BBA/BCA or MCA/MBA	Minimum 05 years in development of web based MIS, generation of data and analysis of data for project management	a. Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning b. Proficiency in reading, writing and speaking English and local language
iv	Data Manager	Graduate and above with excellent Computer skills in Project Management domain.	Preferences will be given to the candidates who has Minimum experience of 2 - 3 years in relevant field.	a. Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning b. Proficiency in reading, writing and speaking English and local language
v	Assistant Data Manager	Higher Secondary and above with experience in Information Technology, Programming, Computer skills in Project Management domain.	Preferences will be given to the candidates who has Minimum experience of 2 - 3 years in relevant field.	a. Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning b. Proficiency in reading, writing and speaking English and local language

ii. Age Criteria:

Position	Age (as on 01 January 2020)
Team Leader (Agriculture Engineering)	Preferably above 55 years
Associate Project Consultant (Irrigation/Agriculture)	Preferably above 40 years
Associate Project Consultant (MIS)	Preferably below 40 years
Data Manager	Preferably below 40 years
Assistant Data Manager	Preferably below 40 years

C. Remuneration:

Candidate will be paid consolidated remuneration based on the experience, educational qualification

and overall suitability of the candidate for the post as under:

Position	Range of Remuneration- Per month
Team Leader (Agriculture Engineering)	Rs. 55,000/- per month
Associate Project Consultant (Irrigation/ Agriculture)	Rs. 50,000/- per month
Associate Project Consultant (MIS)	Rs. 40,000/- per month
Data Manager	Rs. 25,000/- per month
Assistant Data Manager	Rs. 20,000/- per month

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

D. Other Facilities:

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

S. No.	Posts	Particulars	Eligibility
A.		Daily allowance during field visit	
i	Team Leader (Agriculture Engineering)	Travelling allowance	Travel –Bus , Train (2AC) , Air (Economy) Local Travel @ Rs 10/- Per Km
ii	Associate Project Consultant (Irrigation/Agriculture)	Halting Allowance	i) Rs. 750/- per day with hotel facility and Rs.1000/- per day without hotel facility in State Capitals. ii) Rs. 600/- per day with hotel facility and Rs. 800/- without hotel facility in other location.
iii	Associate Project Consultant (MIS)	Lodging/ Hotel per day	Maximum Rs. 3,500/- per day in State Capital and Rs. 2,000/- per day in other locations or actual hotel/lodging charges whichever is lower.
iv	Data Manager	Travelling allowance	Travel –Bus , Train (3AC) Local Travel @ Rs 10/- per KM
		Halting Allowance	i) Rs. 500/- per day with hotel facility and Rs.600/- per day without hotel facility in State Capitals. ii) Rs. 400/- per day with hotel facility and Rs. 500/- without hotel facility in other locations. The above allowances will be reimbursed on actual basis.
		Lodging/ Hotel per day	Maximum Rs.2000/- per day in State Capital and Rs. 1500/- per day in other locations or actual hotel/lodging charges whichever is lower.
v	Assistant Data Manager	Not Eligible for travelling/Halting and local conveyance	
B		Other	
i	For all posts	PF contribution	Applicable as per Company Policy
ii		Mobile Reimbursement	Rs.1,500/- per month
iii		Permissible absence (other than Saturday / Sunday / holiday)	09 days during the contract period (@1 day per month)

E. Contract Period:

The PBCS will be appointed on contract basis initially upto 31 March 2021, which may be extended based on requirement of the project and performance or will be co-terminus with the project period, whichever is earlier. 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.

F. How to Apply:

Interested candidates may apply online in the prescribed format within 12 days from 18 May 2020 to 29 May 2020 by clicking on the following links and filling the details therein:

Position	Link to Apply
Team Leader (Agriculture Engineering)	https://forms.gle/pEwJaURoSxCPCTKz9
Associate Project Consultant (Irrigation/Agriculture)	https://forms.gle/WhiB5LjiNjXDq1bN8
Associate Project Consultant (MIS)	https://forms.gle/8Cbx1jjq1KD8ZR5u5
Data Manager	https://forms.gle/Rh1xBmcHEbrDsN2M6
Assistant Data Manager	https://forms.gle/SVBZNIscTJ6TclHV8

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.

G. Last date for submission of online applications: 29 May 2020

H. General Information:

- Only Shortlisted candidates will be called for the interview and may also be assessed for their 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 interview may be held on Video Conferencing 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 shall be at Guwahati. 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.
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- 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.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.