

## NABARD Consultancy Services

Require Data Entry Operators as District Level Staff for execution of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) in Andhra Pradesh State

NABARD Consultancy Services (NABCONS), 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)) invites applications for Data Entry Operators (13 posts) for project “Monitoring of MGNREGS-AP Programme for works to be executed by Dept. of Animal Husbandry, GoA Pinconvergence with the Department of Rural Development, Government of Andhra Pradesh”.

The posting of Data Entry Operators at various locations will be as under:

S.No	District	No. of posts
1.	Ananthapur	1
2.	Chittoor	1
3.	East Godavari	1
4.	Guntur	1
5.	Kadapa	1
6.	Krishna	1
7.	Kurnool	1
8.	Nellore	1
9.	Prakasam	1
10.	Srikakulam	1
11.	Vishakhapatnam	1
12.	Vizianagaram	1
13.	West Godavari	1
	<b>TOTAL :</b>	<b>13</b>

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

### Key Responsibilities:

- Shall be placed and operate from Designated Computer Center of Department of Animal Husbandry.
- Data entry
- Generation of pay orders at DCC upon receiving instructions from District Level Civil Engineers
- Shall assist in the data entry work as directed by the district civil engineers from time to time.
- Shall assist in making presentations/notes etc., any other work as directed by the district civil engineers from time to time.
- Generation of MIS and other review reports as required. Shall assist the district civil engineers in the compilation of data/reports of works monitored by Technical Monitors and consolidation of periodic progress reports.
- Shall assist the Technical Monitors in Geo-Tagging the works monitored and uploading the same onto the website page/link as guided by the department.

#### Educational Qualification:

Position	Essential qualification	Desirable qualification
Data Entry Operators	Graduation with knowledge in computers and IT applications	Diploma in Computer Applications

Further, the candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point. Fluency in reading, writing and speaking both English and Telugu is preferable.

#### Experience:

Position	Essential Experience	Desired Experience
Data Entry Operators	NA	NA

#### Compensation:

Candidate will be paid consolidated compensation of Rs. 15,000/- per month.

#### Age:

Preferably below 35 years as on 01 November 2016.

#### Contract Period:

Initial contract will be for one year which can be extended based on performance review and to be co-terminus with the Project period.

#### How to Apply:

Interested candidates may apply online on NABCONS website in the prescribed format within 10 days by clicking on the following link and filling the details therein:

<https://goo.gl/forms/F1K6kSrxMuNKsbzR2>

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 receipt of applications: -11 December 2016**