

NABARD Consultancy Services

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) invites applications for following posts as Core Contract Staff .

The posting for various posts at Corporate Office, NABCONS , New Delhi will be as under:

S.No	Name of the post	No. of posts
1.	Senior Consultant – Accounts and Company Affairs	1
2.	Consultant- HR	1
3.	Consultant- IT	1
4	Associate Consultant – IT	1

A. Senior Consultant – Accounts and Company Affairs

Job Description

- I. Overall responsibility for the smooth and efficient running of the accounts, finance and company affairs vertical.
- II. Responsible for funds management including the review and submission of accurate funds flow forecasts.
- III. Preparation of budgets/forecasts, including appropriate commentary and analysis Overall responsibility for the completeness and accuracy of accounting records.
- IV. Responsible for preparation of year-end accounts and supporting schedules, preparation of information required for statutory reporting and corporate compliances including tax returns, liaising with auditors to ensure an efficient and cost effective audit.
- V. Liaison with internal, statutory auditors, CAG and other Audit agencies to ensure an efficient and cost effective audit.
- VI. Key leadership role in the development of the ERP system.
- VII. Coordinate with all the Zonal/Regional Offices of NABARD and other units of NABCONS
- VIII. Responsibility for the timely preparation of monthly management accounts, including appropriate commentary and analysis
- IX. To develop appropriate accounting policy for the transactions of the Company and lead the Accounts and finance vertical of the Company.
- X. Responsible for preparation and filing of all statutory returns under statues such as Service Tax, GST and TDS etc.

Educational and Other Qualifications

- I. Bachelor of Commerce with minimum 60% or equivalent marks in CGPA from a reputed institution, and ;
- II. Should possess CA qualification having registration with ICAI.

Experience

- I. At least 7 years of experience, out of which minimum 3 years of experience after acquiring CA. candidates having experience in Financial Institutions, Banks etc. will be given preference.
- II. Strong Financial Accounting experience in any organisation having minimum turnover/business of more than Rs. 50 Cr.
- III. Proficiency in IT with experience of systems implementation viz. ERP, Tally software etc.

B. Consultant- HR

Job Description

- I. Manpower management, recruitments, hiring, empanelment, coordination with Zonal Offices and Regional Offices , terminations, HR compliances viz, PF, Gratuity, leave management, Performance management, renewal of contracts, training, Salary management and RTI replies etc.
- II. Implementation of HR policies, systems & processes in line with the aggressive growth strategy.
- III. Job profiling & competency mapping to bring in employee clarity of job expectations, development opportunities and career growth with the company.
- IV. Proficient in liaising with business and vertical heads along with employees at different levels to design and implement Talent Development Strategy
- V. Designing & conducting customized training programs geared towards optimizing knowledge and operational efficiencies of organizations.
- VI. Possess expertise in identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.
- VII. Talent Acquisition and Talent Management
- VIII. Manage End to End Recruitment Cycle; Manpower Planning and Budgeting
- IX. Initiating various recruitment reports, analysis and dashboards and managing & delivering them on a periodic basis
- X. Employee Goal Setting; Taking Feedback Sessions; and moderation of data and decision making.
- XI. HR Policy & Procedures, HR Policy Formulation and implementation down the line, Formulate HR Manual and HR handbook for employees.
- XII. Develop programme ,retention strategies and attrition management

Educational and Other Qualifications

- I. Regular Graduate with minimum 60% or equivalent grade points in CGPA from reputed management institution and
- II. MBA/PGDM in HR or with major subject as HR/Industrial relations from reputed management institution with minimum 55% or equivalent grade points.

Experience

- I. The candidate should have more than 5 years of post-qualification experience; with at least 03 years as Team Leader, in talent acquisition, talent management, employee management,

and other core HR fields from established organisation/Public sector /Banking and Finance Sector having manpower of not less than 200 persons across various locations/or in company having turnover of minimum Rs. 50 Cr.

ii. Knowledge of practical use of tools such as MS Office, Google Docs, including Advanced Excel Features and MS Access for day-to-day functioning.

iii. Good communication and presentation skills

iv. **Desirable:** Experience in recruitment of manpower in Public Sector at Senior level and having familiarity with Govt. and CVC guidelines, besides interpreting and applying provisions of various statutes in the process of recruitment and deployment.

C. **Consultant - IT**

Job Description

- I. Project Management & Vendor Management for implementation of enterprise software solution
- II. Managing Google G-Suit domain
- III. Planning, implementation and maintenance of IT infrastructure in the Company, including its units.
- IV. Identify and recommend software solution for manual processes of the Company and plan its implementation
- V. Database Management, scheduling and managing backups.
- VI. Designing SQL ad-hoc reports as per business requirements.
- VII. Overall supervision of IT and networking infrastructure
- VIII. Securing Information and IT assets

Educational Qualifications and Experience

i. Graduate with the minimum 60% or equivalent grade points in Computer Sciences / Computer Applications / IT and Masters Degree in IT / Computer Applications / Systems Management with a minimum 55% or equivalent grade points and

ii. Minimum 05 Years of experience including a minimum of 03 years in Implementing / Administrating large scale enterprise level software (ERP) for an organisation having atleast 400 users.

iii. Candidates having certifications for any major ERP product such as Oracle / SAP / Microsoft etc. would be preferred.

D. **Associate Consultant - IT**

Job Description

- I. Application maintenance, system administration and day to day management of enterprise software solution
- II. Configuring and fine tuning databases, scheduling and managing backups, etc.
- III. SQL Programming / ad-hoc report generation.
- IV. Developing small web applications using Google-Script and other tools on G-Suit.
- V. Day to day management of IT and networking infrastructure

VI. Securing Information and IT assets

Educational Qualification and Experience

I. Graduate with a minimum 60% or equivalent grade points in Computer Sciences / Computer Applications / IT and Masters Degree in IT / Computer Applications / Systems Management with a minimum of 55% or equivalent grade points.

II. 02 Years of experience including a minimum of 01 year in administrating large scale enterprise level software (ERP) for an organisation having atleast 400 users.

III. Candidates having certifications for any major ERP product such as Oracle / SAP / Microsoft etc. would be preferred.

Remuneration Per month (lump sum)

Candidate will be paid consolidated Remuneration Per month (lump sum) as under:

Position	Remuneration
Senior Consultant – Accounts and Company Affairs	Rs. 1,10,000/- per month
Consultant- HR	Rs. 80,000/- per month
Consultant- IT	Rs. 80,000/- per month
Associate Consultant –IT	Rs. 50,000/- per month

(Higher remuneration may be considered in case of deserving candidates)

Other facilities

- i. Lunch and mobile/ internet allowance totalling to Rs. 3500/- PM will also be paid.
- ii. Candidates will also be eligible for PF and Gratuity as per Company's policy.
- iii. Health Insurance for self and family including dependent parent's upto premium amount of Rs. 15000/- per year
- iv. Candidates are eligible for annual increment on satisfactory performance and completion of one year of service.
- v. Halting / travelling and conveyance during official visits will be applicable as per Company's policy

Age:

Preferably below 55 years as on 01 July 2017 for all the posts.

Contract Period

Initial contract for one year which may be extended for a further period in block of three years based on periodic performance review, as per extant Company's policy.

How to Apply:

Interested candidates may apply online in the prescribed format within 10 days by clicking on the following links, clearly indicating preference for place of posting Delhi

Position	Link
Senior Consultant – Accounts and Company Affairs	https://goo.gl/forms/WNKk1T5nyYS09OD3
Consultant- HR	https://goo.gl/forms/pdMCi8mk5deWQnCX2
Consultant- IT	https://goo.gl/forms/pgOTYWPEoQ3IAeNO2
Associate Consultant –IT	https://goo.gl/forms/662kfYG07DpK5ctB2

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: - 17 July 2017

General Information:

- Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for the interview. 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 indicated in the CV. Self-certified copies of their educational qualifications and experience certificates needs to be submitted at the time of the interview.
- Company reserves the right to fix the eligibility criteria to restrict the number of candidates to be called for interview.
- Place of posting of the persons appointed will be at Corporate Office, New Delhi. Candidates however are liable to be posted anywhere in India as per Company requirement from time to time. .
- Merely satisfying the eligible 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 after preliminary screening/shortlisting with reference to candidate's qualification, suitability, and experience etc. Selection process may vary depending upon the number of responses received. 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 link provided in this advertisement will only be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason.