

## NABARD Consultancy Services

Require Data Entry Operator at Technical Monitoring Support Unit for implementation of Tribal Sub Plan in Andhra Pradesh

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 application for Data Entry Operator (37 positions) for project “Establishment of Technical and Monitoring Support Unit for Tribal Sub-Plan (TSP) in Andhra Pradesh”.

The posting will be at Technical Monitoring Support Unit at various locations as mentioned below:

S.No	Position	Place of Posting	No. of positions
1	Data Entry Operator - State Level	Vijayawada	5
2	Data Entry Operator - under ITDA Coordinator (18)	Seethampeta , Srikakulam	2
		Parvathipuram, Vizianagaram	2
		Paderu, Vishakapatnam	2
		Rampachodavaram, East Godavari	2
		Chintoor, East Godavari	2
		Kota Ramachandrapuram, West Godavari	2
		Nellore (for Yanadis), Nellore, Kurnool	2
		Srisailam (for Chenchus)	2
		Vijayawada (Plain area tribals) VIjayawada	2
3	Office Attendant - under Non ITDA Coordinator (14)	Machilipatnam, Krishna	2
		Ongole, Prakasam	2
		Kadapa, Kadapa	2
		Chittoor, Chittoor	2
		Anantapur, Anantapur	2
		Kurnool, Kurnool	2
		Guntur, Guntur	2

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

### Key Responsibilities:

- Shall assist in the data entry work as directed by the Consultants from time to time.
- Shall assist in making presentations /notes etc., / any other work as directed by the TSP team from time to time.

### Educational Qualification:

Position	Essential qualification	Desired qualification
1. Data Entry Operator	Any Graduation with knowledge in computers applications	DCA

Further, the candidate should have knowledge of MS Office with proficiency in MS Excel & Power Point

**Experience:**

Position	Essential Experience	Desired Experience
1. Data Entry Operator	Min 2 yrs Exp. in relevant field	NA

**Compensation**

Candidate will be paid Consolidated Compensation of Rs.15,000/- per month.

**Age**

Preferably below 35 years as on 01 Nov 2016

**Contract Period**

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

**How to Apply:**

Interested candidates may apply online on NABCONS website in the prescribed format within 7 days by clicking on the following link and filling the details therein:

<https://goo.gl/kOhtVT>

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 application: 20 Nov 2016**