

NABARD Consultancy Services

Require Office Attendant 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) invites application for Office Attendant (34 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	Office Attendant - State Level	Vijayawada	2
2	Office Attendant - 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)	2
		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 the team as directed from time to time.

Educational Qualification:

Position	Essential qualification
1. Office Attendant	SSC

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

Experience:

Position	Essential Experience
1. Office Attendant	Min 1 yr Exp. as office Attendant

Compensation

Candidate will be paid Consolidated Compensation of Rs.12,000/- 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/fYC7c8>

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