



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

**Requirement of Project Based Contract Staff for the project “Project Management Unit for implementation of Centrally Sponsored Scheme “Financing Facility under Agriculture Infrastructure Fund Scheme” in Himachal Pradesh**

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](http://www.nabcons.com)). NABCONS has been appointed by Department of Agriculture, Himachal Pradesh for establishing PMU under Agriculture Infrastructure Fund at state level in Himachal Pradesh. As per the Agricultural Infrastructure Fund scheme benefit of Interest subvention and Credit guarantee will be given for the Post Harvest Infrastructure and for building of community farming assets.

NABCONS invites **ONLY ONLINE** applications from Indian Citizens for 06 posts in various capacities on contract basis as Project Based Contract Staff for the project “**Project Management Unit for implementation of Centrally Sponsored Scheme “Financing Facility under Agriculture Infrastructure Fund Scheme” in Himachal Pradesh.**

**1. A. Details of vacancies and Place of Posting**

Sr.No.	Post	Vacancy	Place of posting
1	Team Leader (Banker)	01	Shimla, Himachal Pradesh
2	Agriculture Expert	01	Shimla, Himachal Pradesh
3	Project Manager	01	Shimla, Himachal Pradesh
4	Research Fellow	01	Shimla, Himachal Pradesh
5	Computer Operator	01	Shimla, Himachal Pradesh
6	Office Assistant	01	Shimla, Himachal Pradesh
Total		06	

The job profile, desired educational qualification, experience and remuneration details are given below:

**2. A. Team Leader (Banking Expert)**

The primary roles and responsibilities shall be as under:

- Team Management and leadership
- Submission of Monthly Action Plan
- Submission of Monthly Progress Report
- Field visits
- Coordinating DLMC and SLMC
- Overall in charge of the PMU. He will report to NABCONS and Agri Dept.

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>MBA/Masters in Economics/ Masters in Agriculture/Horticulture/ [Preferably MBA (B&amp;F)]</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>12-15 years or above in the field of banking/ finance and involve in preparation of loan products, disbursement, management etc.</li></ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"><li>Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.</li><li>Proficiency in reading, writing and speaking English.</li></ul>

### 3. A. Agriculture Expert

The primary roles and responsibilities shall be as under:

- Awareness creation among potential borrowers
- Handholding support to willing borrowers
- Providing technical inputs related to the subject
- Preparation of Model DPRs
- Any work assigned by Team Leader

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>Masters in Post-Harvest Technology/Agriculture/Horticulture/Processing and Food Engg. (preferably Masters in Post -Harvest Management)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>5-10 years' experience in Post-harvest Management</li></ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"><li>Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.</li><li>Proficiency in reading, writing and speaking English.</li></ul>

### 4. A. Project Manager

The primary roles and responsibilities shall be as under:

- Preparation of Model DPRs
- Working Out Financial Viability of Model DPRs
- Extending handholding support to the potential borrowers
- Any work assigned by Team Leader

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>• MBA(Finance/Marketing) (preferably MBA in Finance)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 1-2 years' experience</li></ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"><li>• Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.</li><li>• Proficiency in reading, writing and speaking English.</li></ul>

### 5. A. Research Fellow

The primary roles and responsibilities shall be as under:

- Analysis of data and Preparation of Reports
- Preparation of Model DPRs
- Documentation of success stories
- Providing technical inputs related to the subject
- Any work assigned by Team Leader

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>• Masters in Agri-economics/Agriculture/Horticulture/Processing and Food Engg/Post Harvest Technology (preferably Masters in Agri-economics)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 1-2 years' experience</li></ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"><li>• Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.</li><li>• Proficiency in reading, writing and speaking English.</li></ul>

### 6. A. Computer Operator

The primary roles and responsibilities shall be as under:

- Data Entry into Computer
- Formatting of Reports
- Maintenance of Record
- Any work assigned by Team Leader

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>Diploma in Computer Applications</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>2 years or above experience in relevant field</li></ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"><li>Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.</li><li>Proficiency in reading, writing and speaking English.</li></ul>

## 7. A. Office Assistant

The primary roles and responsibilities shall

- Assisting the team in office work
- Any work assigned by Team Leader

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>10<sup>th</sup></li></ul>

## 8. Age Criteria

Position	Age (as on 30 <sup>th</sup> April 2022)
Team Leader (Banker)	Up to 65 years
Agriculture Expert	Up to 45 years
Project Manager	Up to 45 years
Research Fellow	Up to 45 years
Computer Operator	Up to 45 years
Office Assistant	Up to 45 years

## 9. Remuneration

Candidate will be paid consolidated remuneration based on the experience, educational qualification and overall suitability of the candidate for the post as under:

Post	Consolidated Monthly remuneration
Team Leader (Banker)	Rs.60000- 80,000/-
Agriculture Expert	Rs 40,000- 45,000/-
Project Manager	Rs 30000-35000/-
Research Fellow	Rs 20000-25,000/-
Computer Operator	Rs 16,000/-
Office Assistant	Rs 12,000/-

The candidates will be liable for tax liabilities under section 194J of the Income Tax Act & Rules in force and the tax will be deducted at source.

#### Other Facilities

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

S.No	Particulars	Eligibility as per post
<b>A</b>	<b>Allowance during field visits</b>	
<b>i</b>	<b>TA/Conveyance/Hotel/HA</b>	For Team Leader: <ul style="list-style-type: none"> <li>Lodging/Halting Allowance - Max: Rs 7000/- per day (Hotel-maximum Rs 3000/- including taxes, or on actual basis and Rs 1000/- towards HA)</li> <li>TA/ Conveyance - Max: Rs 3000/- per tour, on actual basis.</li> </ul> For Team Members: <ul style="list-style-type: none"> <li>Lodging/Halting Allowance - Max: Rs 5500/- per day (Hotel-maximum Rs 2000/- including taxes, or on actual basis and Rs 500/- towards HA)</li> <li>TA/ Conveyance - Max: Rs 3000/- per tour, or on actual basis</li> </ul>
<b>ii</b>	<b>Tours</b>	For Team Leader: 7 days per month For Team Members: 14 days per month
<b>B</b>	<b>Other</b>	
<b>i</b>	Leave	
	Permissible absence	One leave per month for all team members

**Note:** Other than the above, the consultants are not eligible for any other facilities/allowance like leave encashment, performance bonus, leave travel concession, etc.

#### 10. Contract Period

The Project Based Contract Staff (PBCS) would be hired on contract basis initially for a period upto 31 March 2023 which may be extended based on the requirement of the project and performance or will be co-terminus with the project period.

#### 11. Termination of contract

Initial 03 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, the contract is terminable by giving 03 months' notice period on either side as per NABCONS policy.

#### 12. How to Apply

Interested candidates may apply online in the prescribed format within 15 days from 21 May 2022 to 04 June 2022 by clicking links and filling the details therein:

Sr. No	Name of the Post	Link
1	Team Leader (Banker)	<a href="https://forms.gle/JpSanykkuPTpNG8Z6">https://forms.gle/JpSanykkuPTpNG8Z6</a>
2	Agriculture Expert	<a href="https://forms.gle/a8dkyvtC8UdEUj4y7">https://forms.gle/a8dkyvtC8UdEUj4y7</a>
3	Project Manager	<a href="https://forms.gle/GWrzUUQLYxXFyjs7">https://forms.gle/GWrzUUQLYxXFyjs7</a>
4	Research Fellow	<a href="https://forms.gle/ExfauRRv9gRQ6sMe7">https://forms.gle/ExfauRRv9gRQ6sMe7</a>

5	Computer Operator	<a href="https://forms.gle/FDCiAMfp5LFeqp3c8">https://forms.gle/FDCiAMfp5LFeqp3c8</a>
6	Office Assistant	<a href="https://forms.gle/PdyXJMq6nyuFxbo28">https://forms.gle/PdyXJMq6nyuFxbo28</a>

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.

### **Instructions**

- i. Before applying, candidates should read all the instructions carefully and ensure that they fulfil all the eligibility criteria for the post. NABCONS would admit candidates on the basis of the information furnished in the ON-LINE application and shall verify their eligibility at the stage of interview/ joining. If, at any stage it is found that any information furnished in the ON-LINE application is false/incorrect or if according to the NABCONS, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for the interview/joining/ not allowed to continue, if joined.
- ii. Candidates are requested to apply only ON-ONLINE through NABCONS website ([www.nabcons.com](http://www.nabcons.com)). No other mode of submission of application will be accepted.
- iii. **Important Dates/ Timelines**

<b>Last date for submission of online applications</b>	<b>04 June 2022 Midnight</b>
<b>NABCONS reserves the right to make change in the dates indicated above.</b>	

Please note that corrigendum, if any, issued related to the above advertisement will be published only on NABCONS website ([www.nabcons.com](http://www.nabcons.com)).

### **13. . General Information**

- Only Shortlisted candidates will be called for the interview and may also be assessed for their proficiency in MS Office/ data management. 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 in person or through virtual mode as may be required.
- The applicant may submit the declaration in the Google form with respect to the education qualification and experience. Self-attested copies of education qualifications and experience certificates are to be compulsorily submitted at the time of the interview. Original documents would be required for verification.
- Place of posting of the posts will be as per the locations mentioned in Section A above. 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](http://www.nabcons.com)) after the selection process is completed. The validity of the panel of selected and waitlisted candidates will be co-terminus with the project.
- No correspondence will be entertained from any ineligible and non-selected candidate in any matters regarding eligibility, the selection process, and 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.

- 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. Continuance in NABCONS' 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 reserve the right to call only the requisite number of candidates for the interview depending on number of responses, after preliminary screening / shortlisting 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.
- The selected candidates shall not take up any part time / full time employment or assignments elsewhere or do any business during the period of their contract with NABCONS. The engagement shall automatically be terminated if he/ she joins any other organization without giving prior information. In such an event, NABCONS shall have the right to claim compensation/ damages, if any, as it may deem fit.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.