



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

Requirement of Project Based Contract Staff (04 Posts) in Accounts Vertical at NABCONS Corporate Office, New Delhi

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), invites **ONLINE** applications from Indian Citizens on contract basis, as Project Based Contract Staff for the following posts.

The details of various posts are given below:

S.No.	Name of the Post	No. of Vacancies	Place of posting
1	Associate Project Consultant – Finance & Accounts	02	Corporate Office, New Delhi
2	Project Associate – Finance & Accounts	02	Corporate Office, New Delhi

2. Associate Project Consultant –Finance & Accounts (02 Posts)

A. Key Responsibilities:

- i. Maintenance of accounts
 - ii. Preparation of Financial Statements
 - iii. Preparation and review of budget estimates
 - iv. Handling Accounting Software (ERP)
 - v. Responsible for the monthly /quarterly / Annual closing as well as maintenance of all accounting ledgers, review of all account reconciliations/journal entries
 - vi. Provide accurate, timely and relevant recording, reporting and analysis of financial information
 - vii. Keeping account books and systems up to date
 - viii. Complying to Statutory requirements and reporting to Credit Information Companies
 - ix. Preparation of Bank Reconciliation statements
 - x. Computation and payment of applicable taxes e.g. GST,PF,TDS, Income Tax and filing of returns
 - xi. Coordination for various types of audit, etc.
 - xii. Recording Receipts and Payments
 - xiii. Attend to work related to invoicing/income booking, review of sundry debtors
 - xiv. Managing staff/vendor payments, related entries in Bank Portal
 - xv. Funds management and investment of surplus funds in various instruments maintenance of records of investments.
 - xvi. Any other matter/ work assigned by the Management from time to time in line with the changing evolving business demands on an on-going basis.
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B. Eligibility Criteria:

Educational Qualification	Experience
Essential: i. Bachelor of Commerce/Bachelor of Commerce (Honours) with minimum 50% or equivalent marks in CGPA from a reputed institution and; ii. Should possess CA/CFA/ICWA qualification having registration with ICAI/ICWA or equivalent or MBA Finance from reputed institute or CA (Inter) or M.Com from reputed University	Essential: i. At least three years (Excluding Articles ship) of experience for candidates having CA/CFA/ICWA qualification ii. At least five years' experience for candidates having any other qualification mentioned above iii. Experience should be in areas related to accounts like preparation of financial statements and Balance Sheet, direct and indirect taxation, Operation of Bank Portals, Investments etc. in a reputed organization. iv. Work experience in various types of accounting software such as ERP, Tally etc.
Other Criteria <ul style="list-style-type: none"> • Proficiency in reading, writing and speaking in English and Hindi • The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. 	

3. Project Associate – Finance & Accounts (02 Posts)**A. Key Responsibilities:**

- i. Maintenance of accounts
 - ii. Preparation of Financial Statements
 - iii. Handling Accounting Software (ERP)
 - iv. Assist in monthly /quarterly / Annual closing as well as maintenance of all accounting ledgers, review of all account reconciliations/journal entries
 - v. Provide accurate, timely and relevant recording, reporting and analysis of financial information
 - vi. Complying to Statutory requirements and reporting to Credit Information Companies
 - vii. Preparation of Bank Reconciliation statements
 - viii. Computation and payment of applicable taxes e.g. GST,PF,TDS, Income Tax and filing of returns
 - ix. Coordination for various types of audit, etc.
 - x. Attend to work related to invoicing/income booking, review of sundry debtors
 - xi. Managing staff/vendor payments, related work and entries.
 - xii. Assist in Funds management and investment of surplus funds in various instruments maintenance of records of investments.
 - xiii. Any other matter/ work assigned by the Management from time to time in line with the changing evolving business demands on an on-going basis.
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B. Eligibility Criteria:

Educational Qualification	Experience
<p>Essential:</p> <p>i. Bachelor of Commerce/Bachelor of Commerce (Honours) with minimum 50% or equivalent marks in CGPA from a reputed institution</p> <p>ii. Additional Qualifications in Finance/Banking & Accounting are preferable.</p> <p>Preferred:</p> <p>Preferably MBA in Finance or equivalent qualification from reputed institutions</p>	<p>Essential:</p> <p>i. Minimum 3 years of experience in Finance & Accounting function</p> <p>ii. Work experience in various types of accounting software such as ERP, Tally etc</p>
<p>Other Criteria</p> <ul style="list-style-type: none">Proficiency in reading, writing and speaking in English and HindiThe Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.	

4. **Age:**

Position	Age (as on submission of application)
Associate Project Consultant – Finance & Accounts	Between 25 years to 40 years
Project Associate – Finance & Accounts	Between 25 years to 35 years

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

Position	Remuneration- Per month (U/s 192 of IT Act)
Associate Project Consultant – Finance & Accounts	Rs. 55,000/- to Rs. 60,000/-
Project Associate – Finance & Accounts	Rs. 35,000/- to Rs. 45,000/-

- Staff will be hired under section 192 of IT Act. The PBCS appointed will be liable for tax liabilities as per Income Tax Act & Rules and the tax will be deducted at source.
- Other Facilities:** In addition to the remuneration as mentioned above, the PBCS shall be eligible for other facilities as applicable to PBCS as per the Company's policy

6. **Contract Period:**

The Project Based Contract Staff will be appointed on contract basis initially for a period of one year which may be extended based on requirement of the project and performance or will be co-terminus with the project period. First 3 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.

7. **Termination Clause:**

The contract service will be of temporary nature and can be terminated by giving notice period of three months from either side.

8. **How to Apply:**

Interested candidates may apply online in the prescribed format within 15 days from 23 March 2022 to 06 April 2022 by clicking on the following links and filling the details therein:

Position	Link to Apply
Associate Project Consultant – Finance & Accounts	https://forms.gle/kVhDrFZjrKHCr9NJ9
Project Associate – Finance & Accounts	https://forms.gle/78SBYpyZVYYdMuCs7

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.

9. **Instructions:**

- i. Before applying, candidates should read all the instructions carefully and ensure that they fulfill 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). No other mode of submission of application will be accepted.

iii. **Important Dates/Timeline**

Last date for submission of online applications	06 April 2022 Midnight
NABCONS reserves the right to make change in the dates indicated above.	

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

10. **General Information:**

- Only Shortlisted candidates will be called for the interview and may also be assessed for their Writing Skills and Excel proficiency. 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 applicant may submit the declaration in the Google form with respect to the educational qualification and experience. Self-attested copies of educational qualifications and experience certificates to be compulsorily submitted at the time of the interview. Original documents would be required for verification.
- Place of posting of the Associate Project Consultant and Project Associate appointed will be at Delhi. Further, as a part of their functioning the above consultants may be required to travel across the State of Delhi and other parts of the country from time to time.
- List of selected and waitlisted candidates for the post will be uploaded in NABCONS website (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 all matter regarding eligibility, the selection process, 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. The continuance in NABCONS's 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 reserves 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.
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- 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
- 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.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.

Advt. Ref. No. NABCONS/CO-HR/016/PBCS/2021-22

Dated: 23 March 2022
