



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

NABARD Consultancy Services (NABCONS), a wholly owned Subsidiary of NABARD and a leading consultancy organization in the field of agriculture and rural development ([www.nabcons.com](http://www.nabcons.com)) invites **ONLY ONLINE** applications from Indian Citizens for the posts of 65 “Junior Consultants” and 13 “Senior Consultants” for implementation of ‘Project EShakti’ of NABARD at various States, as under.

**1. The posting for the post of Junior Consultants at various office, will be as under:**

S. No	State	Place of posting	Name of the District/ Area of operation	Vacancy	Total Vacancy in a state
1	Assam	Barpeta	Barpeta	1	4
		Baksa	Baksa	1	
		Nagaon	Nagaon	1	
		Darrang	Darrang	1	
2	Gujarat	Valsad	Valsad	1	10
		Gandhinagr or Patan	Gandhinagar	1	
			Patan		
		Jamnagar	Jamnagar	1	
		Chhota Udepur	Chhota Udepur	1	
		Bhavnagar	Bhavnagar	1	
		Kheda	Kheda	1	
		Aravalli	Aravali	1	
		Tapi	Tapi	1	
		Narmada	Narmada		
		Ahmedabad	Mehsena	2	
Anand					
Amreli					
Dahod					
Navsari					
Sabarkantha					
3	Himachal Pradesh	Shimla	Chamba	1	1
			Bilaspur		
4	Jharkhand	Ranchi	West Singhbhum	2	2
			Lohardagga		
			Garhwa		

S. No	State	Place of posting	Name of the District/ Area of operation	Vacancy	Total Vacancy in a state
			Dumka		
			Deoghar		
			Palamau		
5	Kerala	Thiruvananthapuram	Thiruvananthapuram	1	2
			Alappuzha		
			Wayanad		
			Thrissur		
		Kannur	Kannur	1	
6	Madhya Pradesh	Balaghat	Balaghat	1	9
		Seoni	Betul	1	
			Seoni		
		Hoshangabad	Hoshangabad	1	
			Khandwa		
		Ratlam	Neemuch	1	
			Ratlam		
		Tikamgarh	Sagar	1	
			Tikamgarh		
		Shahdol	Shahdol	1	
		Satna	Satna	1	
			Rewa		
Gwalior	Gwalior	1			
Mandsaur	Mandsaur	1			
7	Maharashtra	Jalgaon	Nandurbar	1	
			Ahmednagar		
			Jalgaon		
		Washim	Nanded	1	
			Washim		
		Sangli	Sangli	1	
			Satara		
Sindhudurg					
Pune	Pune	1			
8	Rajasthan	Bhilwara	Bhilwara	1	2
		Pali	Pali	1	
9	Sikkim	Gangtok	South Sikkim	1	1

S. No	State	Place of posting	Name of the District/ Area of operation	Vacancy	Total Vacancy in a state
10	Uttrakhand	Dehradun	Tehri Garhwal	1	1
			Chamoli		
11	Uttar Pradesh	Muzaffarnagar	Meerut	1	6
			Saharanpur		
			Muzaffarnagar		
			Amroha		
			Bijnor		
		Aligarh	Firozabad	1	
			Mathura		
			Aligarh		
			Bareilly		
			Sambhal		
		Hamirpur	Jalaun	1	
			Hamirpur		
			Fatehpur		
		Allahabad	Prayagraj	1	
Pratapgarh					
Gorakhpur					
Bhadohi					
Raebareli	Raebareli	1			
Lucknow	Sultanpur	1			
	Sidarthnagar				
	Chamoli				
12	West Bengal	Kolkata	Bankura	3	3
			Birbhum		
			Burdwan(Purba)		
			Coochbehar		
			Dakshin Dinajpur		
			Uttar Dinajpur		
			Malda		
			Murshidabad		
			Nadia		
			Purba Medinipur		
13	Orissa	Bolangir	Bolangir	1	8
		Gajapati	Gajapati	1	
		Kalahandi	Kalahandi	1	
		Koraput	Koraput	1	
		Mayurbhanj	Mayurbhanj	1	
		Bargarh	Bargarh	1	
		Subarnapur	Subarnapur	1	

S. No	State	Place of posting	Name of the District/ Area of operation	Vacancy	Total Vacancy in a state
		Kendrapara	Kendrapara	1	
14	Bihar	Mungur	Mungur	1	2
		Dharbhanga	Dharbhanga	1	
15	Haryana		Chandigarh		Panchkula
		Kaithal			
		Rohtak			
		Yamuna-nagar			
		Fatehabad			
Nuh	Nuh	1			
16	Punjab	Chandigarh	Ludhiana	2	2
			Moga		
			Ferozepur		
			Fatehgarh Sahib		
			Sangrur		
			Sri Muktsar Sahib		
			Rupnagar		
			Jalandhar		
17	Arunachal Pradesh	Namsai	Papum Pare	1	1
			Namsai		
18.	Manipur	Imphal West	Imphal Wesy	1	1
19	Mizoram	Kolasib	Kolasib	1	1
			Lungeli		
20	Chhattisgarh	Bastar	Bastar	1	3
			Dantewada		
		Kanker	Kanker	1	
		Raipur	Raigarh	1	
Total Vacancies					65

2. The posting for the post of Senior Consultants at various office, will be as under:

Sr. No.	State	Location	Number of Vacancies of Senior Consultants
1	Gujarat	Ahmedabad	1
2	Jharkhand	Ranchi	1
3	Karnataka	Bangalore	1
4	Kerala	Thiruvananthapuram	1

5	Madhya Pradesh	Bhopal	1
6	Maharashtra	Pune	1
7	Odisha	Bhubaneswar	1
8	Rajasthan	Jaipur	1
9	Uttar Pradesh	Lucknow	1
10	West Bengal	Kolkata	1
11	Bihar	Patna	1
12	Haryana	Chandigarh	1
13	Chhattisgarh	Raipur	1
	<b>TOTAL</b>		<b>13</b>

Area of operation would be the same as that for junior consultants stated above

### **Project Background**

The SHG movement in India is the World's largest Community based microfinance programme, benefiting nearly 12 crore households through 100 lakh SHGs (as on 31.03.2019). It has now reached a stage where creating reliable data, based on books maintained by SHGs, may prove to be a game changer and may bring a paradigm shift in the way the hitherto unbanked poor are financed. Realising that IT is paramount for creating 'Digital India', NABARD launched a pilot project for digitization of SHGs titled "EShakti". Further details of the project can be seen at <https://eshakti.nabard.org>

EShakti is designed to capture the demographic and financial profiles of the SHGs as well as the members. It also captures the Aadhaar and EPIC (Electors Photo Identity Card) numbers, etc. of the members. It is a project on digitisation of SHG accounts and to bring SHG members under the fold of Financial Inclusion, thereby enabling them access to wider range of financial services, together with increasing the bankers' comfort in credit appraisal and linkage.

The robust design of the platform creates a rich database which can be used by banks and various Government Departments like Panchayat Raj, Health & Family Welfare, Women and Child Development, Education, etc., which could facilitate in implementation of their schemes. At a later date, even private sector, on selective basis, can use the data for furthering the livelihoods of SHG members by enrolling them as their agents for providing goods and services to the rural market and also implement their CSR activities.

#### **A. Key Responsibilities:**

##### **1. Junior Consultant**

- i. Oversee smooth implementation of the project in the allocated districts.
- ii. Manage all aspects of the project implementation
- iii. Guiding the Implementing Agencies and the Animators
- iv. Coordinating with SRLMs, if any, at the district level
- v. Coordinating with bank branches to ensure use of EShakti portal by banks and resolving banks' queries, if any
- vi. Work with banks/IAs to improve credit linkage
- vii. Continuous monitoring of the project (Technical, Physical and Financial)
- viii. Submission of weekly / fortnightly reports on the status of implementation to NABCONS & NABARD Regional Offices
- ix. Liaising with ASP and DDMs
- x. Coordinating with the ASP and the District Support Personnel of the ASP for resolution of problem
- xi. Making regular visits to the IAs / SHGs and check ;

- (In the initial stages) Whether financial data entered into the forms for data collection matches with the register maintained by the SHGs and whether financial data forms are signed and stamped
  - Whether the books of accounts of the SHGs are upto date
  - Whether Data entry is taking place regularly
  - Financials generated through EShakti platform matches with financials in the SHG registers
  - Data appearing in the mobiles is consistent with the registers
  - Monthly financial statement printouts from EShakti portal are being handed over to SHGs and an acknowledgement copy is retained by IA
- xii. Auditing and inspecting the data collection and updation by the animators
  - xiii. Carry out random transaction audits
  - xiv. Test check of the audits carried out by the auditors / ensure compliance of the observations
  - xv. Supervision of the execution of the prescribed activities
  - xvi. Ensuring adherence to the timelines
  - xvii. Organize and attend meetings
  - xviii. Resolving issues
  - xix. Be one stop solution for smooth implementation of the project
  - xx. Prepare detailed work plan and point wise achievement chart of the activities and tours with timelines
  - xxi. Documentation of the implementation of the project
  - xxii. Additional items of work, if any, assigned by the ROs

## 2. Senior Consultants

- i. Oversee smooth implementation of the project in all the districts in the RO.
- ii. Helping the RO in the overall project management so that the project is delivered on time and with quality
- iii. Manage all aspects of the project implementation
- iv. Guiding the Implementing Agencies and the Animators and Junior Consultants
- v. Coordinating with SRLMs, if any, at the state level
- vi. Coordinating with ZO/RO of banks to ensure usage of EShakti portal by banks and resolving banks' queries, if any.
- vii. Work with banks/IAs to improve credit linkage
- viii. Continuous monitoring of the project (Technical, Physical and Financial)
- ix. Submission of weekly / fortnightly reports on the status of implementation to NABCONS & NABARD Regional Offices
- x. Liaising with ASP and DDMs
- xi. Making regular visits to the IAs / SHGs and check ;
  - (In the initial stages) Whether financial data entered into the forms for data collection matches with the register maintained by the SHGs and whether financial data forms are signed and stamped
  - Whether the books of accounts of the SHGs are up to date
  - Whether Data entry is taking place regularly
  - Financials generated through EShakti platform matches with financials in the SHG registers
  - Data appearing in the mobiles is consistent with the registers
  - Monthly financial statement printouts from EShakti portal are being handed over to SHGs and an acknowledgement copy is retained by IA
- xii. Auditing and inspecting the data collection and updation by the animators
- xiii. Coordinating with the ASP/District Support Personnel of the ASP for resolution of problems
- xiv. Carry out random transaction audits
- xv. Test check of the audits carried out by the auditors / ensure compliance of the observations
- xvi. Supervision of the execution of the prescribed activities
- xvii. Ensuring adherence to the timelines
- xviii. Organize and attend meetings

- xix. Resolving issues
- xx. Be one stop solution for smooth implementation of the project
- xxi. Prepare detailed work plan and point wise achievement chart of the activities and tours with timelines
- xxii. Additional items of work, if any, assigned by the ROs/HO
- xxiii. Documentation of the implementation of the project
- xxiv. Monitoring and supervising of the EShakti project in the RO/district.
- xxv. Communicating all plans, methodology, operational guidelines, user manual, etc. for implementation of the project in the field in the districts.
- xxvi. Ensure smooth operations of the digital platform.
- xxvii. Monitoring the performance of the Junior Consultants and guiding them.

## B. Eligibility Criteria

### a. Educational Qualification:

Sr. No.	Position	Minimum Qualification	Other Criteria
1	Junior Consultant	Graduation or Post Graduation in any stream with requisite awareness/ knowledge in <b>Information Technology and Accounting</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 and local language</li> </ul>
2	Senior Consultant	MBA or Post Graduation in any stream with requisite awareness / knowledge in <b>Information Technology and Accounting</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 and local language</li> </ul>

### b. Experience:

Sr.No.	Position	Experience
1	Junior Consultant	<ul style="list-style-type: none"> <li>• Candidates having minimum 2 Years of Experience in the following will be preferred. <ul style="list-style-type: none"> <li>✓ Knowledge of Self Help Group environment/ecosystem</li> <li>✓ Work experience in NGO sector (at least three years)</li> <li>✓ Networking with Govt. agencies/ Deptts.</li> <li>✓ Basic Book Keeping and Banking awareness</li> <li>✓ Computer / Tech savvy</li> <li>✓ Experience of working in Banking sector (rural areas)</li> </ul> </li> </ul>
2	Senior Consultant	<ul style="list-style-type: none"> <li>• Candidates having minimum 5 Years of Experience in the following will be preferred: <ul style="list-style-type: none"> <li>✓ Knowledge of Self Help Group environment/ ecosystem</li> <li>✓ Work experience in NGO sector (at least three years)</li> <li>✓ Networking with Govt. agencies/ Deptts.</li> <li>✓ Basic Book Keeping and Banking awareness</li> <li>✓ Computer / Tech savvy</li> <li>✓ Experience of working in Banking sector (rural areas)</li> </ul> </li> </ul>

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### C. Place of Posting

The candidate can apply only for one State and may give option in order of preference for districts of that State given in table 1. Initially, the candidate will be posted either at the district of the State for which he/she has been selected. Actual posting would be based on merit and administrative requirement of NABCONS. Candidate may be placed to any other district/state as per the requirement of the project.

### D. Remuneration

Candidates will be paid consolidated remuneration (u/s 192 of the IT Act) based on the experience, educational qualification and overall suitability of the candidate for the post as under Candidates. The amount will be inclusive of all statutory deductions that NABCONS may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions.

S.No	Post	Remuneration
1	Junior Consultant	Rs. 30,000 per month
2	Senior Consultant	Rs. 70,000 per month

*@The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.*

### E. Other Facilities:

In addition to the above candidates will be eligible for the following facilities:

S.No.	Particulars	Eligibility	
A.	Allowance during field visits	Senior Consultant	Junior Consultant
i	TA/Conveyance/Hotel/HA	Boarding/ Lodging/ Halting Allowance - <b>Max: Rs.3,000/-</b> per day ( Hotel- maximum Rs.2000/- including taxes, <b>on actual basis</b> and Rs.1000/-towards Boarding and HA) TA/ Conveyance – <b>Max: Rs.2,000/-</b> per tour (III AC Travel + Conveyance), <b>on actual basis.</b> <ul style="list-style-type: none"> <li>Rs. 250/- out of pocket expenses per day on declaration basis in addition to TA (by public transport by bus/train on actual basis), where no overnight stay is involved.</li> </ul>	Boarding/ Lodging/ Halting Allowance - <b>Max: Rs.2,000/-</b> per day ( Hotel- maximum Rs.1000/- including taxes, <b>on actual basis</b> and Rs.1000/-towards Boarding and HA) TA/ Conveyance – <b>Max: Rs.2,000/-</b> per tour (III AC Travel + Conveyance), <b>on actual basis.</b> <ul style="list-style-type: none"> <li>Rs. 250/- out of pocket expenses per day on declaration basis in addition to TA (by public transport by bus/train on actual basis), where no overnight stay is involved</li> </ul>
ii	Tours	Maximum 5 tours (to and fro) per month are envisaged. Travel upto 15 days in a month may be allowed during these tours. The tour programmes may be approved by at least 2 officers of different grades (including one senior officer). However for more than 5 tours in a month, depending on the number of districts allotted to the Consultant, the	Maximum 5 tours (to and fro) per month are envisaged. Travel upto 15 days in a month may be allowed during these tours. The tour programmes may be approved by atleast 2 officers of different grades (including one senior officer). However for more than 5 tours in a month, depending on the number of districts allotted to the Consultant,



		size of the district, no. of SHGs to be digitized, no. of places/ distance to be covered etc., RO may approve/sanction tours on case to case basis with the approval of OIC	the size of the district, no. of SHGs to be digitized, no. of places/ distance to be covered etc., RO may approve/sanction tours on case to case basis with the approval of OIC.
<b>B</b>	<b>Insurance</b>		
i	Premium of comprehensive medical insurance	Rs. 6500/- per year	Rs. 6500/- per year
<b>C</b>	<b>Other</b>		
i	Permissible absence (other than Sunday/ holiday)	12 days @ 1 day per month. Only accrued leave can be availed. Since the consultants have to travel frequently and interact with NGOs, SHGs, etc., <b>they have to work on Saturdays also.</b>	12 days @ 1 day per month. Only accrued leave to be availed. Since the consultants have to travel frequently and interact with NGOs, SHGs, etc., <b>they have to work on Saturdays also.</b>

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

**F. Age:**

S.No	Post	Age as on submission of application
1	Junior Consultant	Minimum 24 Years and maximum 35 years
2	Senior Consultant	Minimum 30 Years and maximum 50 years (may be increased in special cases)

**G. Contract Period:**

- i. Junior Consultants, 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. 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. Thereafter NABCONS reserves the right to terminate the contract by giving three months' notice within the contract period.
- ii. The services will be of temporary nature and can be terminated by giving a notice of three months

**H. How to Apply:**

Interested candidates may apply online in the prescribed format within 15 days from 25 February 2020 to 10 March 2020 by clicking on the following links and filling the details therein:

S. No	Name of the Post	Link
1	Junior Consultant	<a href="https://forms.gle/xizpNsidNjxnFuoB9">https://forms.gle/xizpNsidNjxnFuoB9</a>
2	Senior Consultant	<a href="https://forms.gle/t6KMBp1KgfRa4jnx6">https://forms.gle/t6KMBp1KgfRa4jnx6</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.

**I. Last date for submission of online applications: 10 March 2020**

**J. General Information:**

- Only Shortlisted candidates will be called for the interview. Location for the Selection process 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 candidate appointed will initially be as indicated above of this advertisement. They may however be liable to be posted anywhere in India as per project requirement.
- 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 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 as per eligibility criteria.
- 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
- NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.

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Advt. Ref. No. NABCONS/CO-HR/022/PBCS/2019-20

Dated: 25 February 2020