



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

Require Project Based Contract Staff for execution of DDU-GKY Projects (Deen Dayal Upadhyay Grameen Kaushalya Yojana) in Karnataka

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). NABCONS as the Technical Support Agency (TSA) to Karnataka State Rural Livelihood Promotion Society (KSRLPS), for implementing placement linked skill training programme in Karnataka under DDU-GKY (Deen Dayal Upadhyay Grameen Kaushalya Yojana) of Ministry of Rural Development (MoRD), Government of India, invites **ONLINE** applications from Indian Citizens on contract basis, as Project Based Contract Staff for the posts as mentioned below.

The details of various posts are given below:

S.No.	Name of the Post	No. of Posts	Place of posting
1	State Coordinator	01	Bengaluru, Karnataka
2	Project Consultant - Finance	01	Bengaluru, Karnataka
3	Project Consultant – Finance & Recovery	01	Bengaluru, Karnataka
4	Project Consultant – Monitoring & Evaluation	01	Bengaluru, Karnataka
5	Project Consultant – IT & MIS	01	Bengaluru, Karnataka
6	Associate Project Consultant (Mobilization, Counselling & Job fairs, PIA Coordination)	04	Bengaluru, Karnataka
7	Associate Project Consultant (Monitoring & MIS)	1	Bengaluru, Karnataka
8	Associate Project Consultant – (IEC and Knowledge management)	1	Bengaluru, Karnataka
	Total	11	

The recruitment is project based on contract basis for initial period of one year, which can be extended based on performance review and will be co-terminus with the project period.

1. State Coordinator

A. Key Responsibilities:

- i. Lead the team of Project Consultants and Associate Project Consultants

- ii. Coordinate overall operation system and process.
- iii. Support in better management of reporting and information flow
- iv. Manage and increase the effectiveness and efficiency of DDU-GKY Programme
- v. Ensure that appropriate standards of conduct are established and complied with as per DDU-GKY scheme guidelines, which may be accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/DDUGKY_CNN_aligned_Guidelines_July_2016.pdf
 and Standard Operating Procedures which may be accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_1.pdf &
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf
- vi. Implement, maintain and manage an effective system of controls throughout DDU-GKY covering financial as well as non-financial activities by improving the organizational planning, operational systems, processes, information flow and reporting in DDU-GKY.
- vii. Reporting and communication to NABCONS Regional Office (Bengaluru), KSRLPS, MoRD, Project Implementing Agencies (PIAs) etc.
- viii. Any other work assigned from time to time.

B. Eligibility Criteria:

Educational Qualification	Experience
<p>Essential: Regular MBA/MSW/Rural Development with at least 60% marks/ equivalent CGPA from reputed institute.</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point</p>	<p>Essential: Minimum Experience of 10 years in leadership roles in the areas of skill development, livelihood promotion, capacity building and implementation support for central/State/UT Govt. schemes, program management and monitoring.</p> <p>Desired: Candidates having experience in Skill development/ livelihood programs will be preferred</p>
<p>Other Criteria</p> <ul style="list-style-type: none"> • Proficiency in reading, writing and speaking in English and Hindi • Fluency in local language will be preferred 	

2. Project Consultant (Finance)

A. Key Responsibilities:

- i. Generation of internal and external financial reports as per requirements under DDU-GKY.
- ii. Conduct First Month Audit, Monthly Verification and Annual audit of accounts of Project Implementing Agencies
- iii. Undertake the financial activities mentioned in Standard Operating Procedures which may be accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf, under DDU-GKY.
- iv. Disbursement scheduling, periodical review and monitoring through Public Financial Management System (PFMS).
- v. Tracking fund utilization and instalment release based on placement verification
- vi. Undertake review of Utilization certificates submitted by PIAs
- vii. Facilitate on boarding of PIAs on PFMS and prepare periodic reports on fund utilization
- viii. Any other work assigned from time to time.

B. Eligibility Criteria:

Educational Qualification	Experience
CA/ICWA/ MBA Finance from reputed institute. The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.	Essential: Minimum 6 years in a project related setting; ability to establish recognized procedures to account for fund use Desired: Candidates having experience in Handling of audit/ accounts of skill/ livelihood other projects will be preferred
Other Criteria <ul style="list-style-type: none"> • Proficiency in reading, writing and speaking in English and Hindi • Fluency in local language will be preferred 	

3. Project Consultant – Finance & Recovery

A. Key Responsibilities

- Undertake financial verification for project closure as per the Standard Operating Procedures of DDUGKY.
- Generate financial reports for recovery of funds from PIAs and other vendors whenever necessary under the existing Public money recovery acts.
- Develop an Early Warning System to notify the probable lapses or defaults of PIAs which are linked with sustenance of the DDU-GKY projects
- Generation of internal and external financial reports as per requirements under DDU-GKY.
- Conduct First Month Audit, Monthly Verification and Annual audit of accounts of PIAs
- Undertake all the financial activities mentioned in Standard Operating Procedures which may be accessed at the following link:
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf , under DDU-GKY.
- Disbursement scheduling, periodical review and monitoring through Public Financial Management System (PFMS).
- Tracking fund utilization and instalment release based on placement verification and other milestone achievements
- Any other work assigned from time to time.

B. Eligibility Criteria:

Educational Qualification	Experience
Essential: CA/ICWA/ MBA Finance from reputed institute. The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power	Essential: Minimum 6 years in a project related setting; ability to establish recognized procedures to account for fund use. Desired: Candidates having experience in Handling of audit/ accounts and recovery cases under the public money recovery acts is preferred.

Other Criteria

- Proficiency in reading, writing and speaking in English and Hindi
- Fluency in local language will be preferred

4. Project Consultant – Monitoring & Evaluation**A. Key Responsibilities:**

- Ensure the adherence of established protocols in conduct of skill development programme by maintaining effective monitoring system.
- Conduct periodic monitoring visit to project sites as per requirement.
- Provide capacity building to all project monitoring staff, including staff of KSRLPS team / PIAs.
- Supervise the team of Associate Project Consultants
- Design and/or adopt monitoring, evaluation, and learning tools appropriate for Skilling projects.
- Conduct real-time analysis for better project implementation and organizational learning.
- Streamline and undertake concurrent monitoring and placement verification as per scheme guidelines which can be accessed at the following link :
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_1.pdf &
http://ddugky.gov.in/sites/default/files/SOP/SOP_Part_2.pdf , under DDU-GKY
- Assist in online monitoring and audit of the progress and outcomes of the projects.
- Identify challenges in project implementation, and plan for corrective measures.
- Issue advisory in case of violation of DDUGKY protocol by PIAs, ensure its compliance in a time bound manner, follow-up and tracking of placement of candidates,
- Develop strategies for placement retention and industry partnerships
- Develop system for knowledge management which provides the insights for policy formulation and project management
- Design and adopt monitoring, evaluation, and learning tools appropriate for skilling projects and ensure time collection and management of data for this purpose.
- Conduct real-time analysis for better project implementation and concurrent impact assessment.
- Any other work assigned from time to time

B. Eligibility Criteria:

Educational Qualification	Experience
<p>Essential: Minimum Post-Graduation in Agriculture/Rural development/Economics/Social Sciences /Finance with atleast 60% marks/ equivalent CGPA from reputed institute</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point</p>	<p>Essential: Minimum 6 years in Monitoring & Evaluation of Skill Development and Livelihood Projects</p> <p>Desired: Candidates having experience in areas of Skill/ livelihood Training would be given preference.</p>
<p>Other Criteria</p> <ul style="list-style-type: none"> •Proficiency in reading, writing and speaking in English and Hindi •Fluency in local language will be preferred 	

5. Project Consultant – IT& MIS**A. Key Responsibilities:**

- Responsible for creating and managing the various databases required for DDU-GKY project performance

monitoring.

- Develop and implement MIS policies to ensure data accuracy and security.
- Develop and maintain system plan including operational requirements as per the DDU-GKY Standard Operating Procedures Conduct training on MIS activities to increase staff expertise.
- Designing, monitoring, analyzing, and troubleshooting IT systems.
- Ensure timely and accurate generation MIS reports. Identify and recommend improvements to established procedures, forms and workflows.
- Prepare periodic report and make it available for all team for effective monitoring
- Support PIAs in resolving all technical issues related to data management and online processes on the ERP portal of DDUGKY.
- Coordinate with all external agencies/partners for resolving issues related to online data management and processes.

B. Eligibility Criteria:

Educational Qualification	Experience
<p>Essential:</p> <p>Graduation (full time) in B.E./B. Tech. (Comp. Sc./IT) or full time Masters in Computer Application (MCA) with at least 60% marks/ equivalent CGPA from reputed institute.</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point</p>	<p>Essential:</p> <p>Minimum 6 years in a project related setting; ability to establish recognized procedures to account for fund use.</p> <p>Desired:</p> <p>Candidates having experience in areas of handling MIS / ERP Systems of Skill/ livelihood projects would be given preference</p>
<p>Other Criteria</p> <ul style="list-style-type: none"> • Proficiency in reading, writing and speaking in English and Hindi • Fluency in local language will be preferred 	

6. Associate Project Consultant (Mobilization, Counselling & Job fairs, PIA Coordination)

A. Key Responsibilities:

- Support mobilization and counselling of candidates for Skill development courses.
- Enhance the pedagogical and communication skills of mobilizers and counsellors so as to facilitate more effective dialogue with the candidates.
- Support for organizing the job fairs, work for involving stakeholders like Gram Panchayat, Block & District level officers and organization for Mobilization of candidates, support in counselling to candidates and parents of candidates.
- Coordinate activities of existing PIAs by tracking their overall performance
- Support to keep track records of individual candidates at the community level.
- Assist in undertaking Project Execution Readiness, Due Diligence, Inspections, Monitoring of Project
- Capacity building for SRLM staff and PIAs
- Regular follow up with the PIAs for continuous tracking of trained candidates

B. Eligibility Criteria:

Educational Qualification	Experience
<p>Essential: Any Graduate with at least 55% marks (equivalent CGPA) from reputed institutes</p> <p>Preferred: Candidates having Masters Degree in Management/ Agriculture/Economics/Social sciences/ Engineering or any other related fields The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point.</p>	<p>Essential: Candidate with minimum 4 years work experience post qualification in Social mobilization, field level coordination and monitoring in Skill Training Programs/Rural Development Programs; experience of web-based monitoring.</p> <p>Desired: Candidates having experience in areas of Social Mobilization/ monitoring/Counselling/Organizing Job fairs/ Coordination with external agencies in Skill/Livelihood related projects would be given preference.</p>
<p>Other Criteria Proficiency in reading, writing and speaking of Kanada</p>	

7. Associate Project Consultant (Monitoring and MIS)

A. Key Responsibilities

- Design various formats, templates, dashboards etc for comprehensive monitoring of the programme
- Assist in development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc.
- Tracking of PIA information and candidate's data on Kaushal Bharat ERP and any other management information system notified by MoRD or State Government.
- Develop an understanding of the IT platforms of DDU-GKY among all stake holders and provide support as necessary.
- Ensure the update of candidates tracking details on the designated ERP portal on monthly basis by the PIAs
- Generate Reports on candidate's retention and employment status periodically and submit the same to KSRLPS
- Monthly verification of tracking details submitted by the PIA on sample basis and report the status to KSRLPS

B. Eligibility Criteria:

Educational Qualification	Experience
<p>Essential: Graduate in computer science/IT with at least 55% marks (equivalent CGPA) from reputed institutes</p> <p>Preferred: Candidates having Masters Degree in computer science/IT. MS Office with proficiency in MS Excel & power point.</p>	<p>Essential: Candidate with minimum 4 years work experience post qualification in monitoring/data management in development projects</p> <p>Desired: Candidates having experience in areas of Skill/ livelihood project would be given preference</p>

Other Criteria <ul style="list-style-type: none"> Proficiency in reading, writing and speaking in English and Hindi Fluency in local language will be preferred 	

8. Associate Project Consultant – IEC and Knowledge Management (01)

A. Key Responsibilities

- Document best practices and case studies during implementation of DDUGKY in the state
- Plan and design the State IEC strategy w.r.t MoRD and State DDU-GKY Guidelines
- Assist to KSRLPS, in all IEC activities related to the DDU-GKY.
- Create and maintain Social media channels/digitals platforms for dissemination of information among the target audience of DDUGKY project.
- Develop system for knowledge management which provides the insights for policy management/formulation, best practices, pilot studies etc.
- Work in synergy with IEC teams at central level for giving momentum to state level initiatives
- Evaluate and document the impact of IEC/BCC activities in collaboration with other stakeholders.

B. Eligibility Criteria:

Educational Qualification	Experience
<p>Essential: Graduate (full time) in Mass Communication/ Journalism with 55% marks (equivalent CGPA) from reputed institutes</p> <p>Preferred: Candidates having Masters Degree in Mass Communication journalism or other related fields</p> <p>The Candidate should have working knowledge of MS Office with proficiency in MS Excel & power point.</p>	<p>Essential: Candidate with minimum 4 years work experience post qualification in IEC/documentation in development projects</p> <p>Desired: Candidates having experience in areas of Skill/ livelihood project would be given preference</p>
<p>Other Criteria Proficiency in reading, writing and speaking of Kanada with excellent writing skills in Kanada and English.</p>	

9. Age:

Position	Age (as on 01 September 2021)
State Coordinator	Preferably below 45 Years
Project Consultant – Finance	Preferably below 35 Years
Project consultant – Finance and recovery	Preferably below 35 Years
Project Consultant – IT& MIS	Preferably below 35 Years
Project Consultant - M&E	Preferably below 35 years
Associate Project Consultant	Preferably below 35 years

10. 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
State Coordinator	Rs 87500/-
Project Consultant – Finance	Rs. 55000/-
Project Consultant – Finance & Recovery	Rs. 55000/-
Project Consultant – IT& MIS	Rs. 55000/-
Project Consultant - M&E	Rs. 55000/-
Associate Project Consultants	Rs. 39,000/-

- The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.
- Other than the above remuneration, candidate is also eligible for other facilities/allowances

11. 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. Thereafter the contract is terminable by giving three-months' notice period on either side.

12. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 06 October 2021 to 15 October 2021 by clicking on the following links and filling the details therein:

S.No.	Name of the Post	Link
1	State Coordinator	https://forms.gle/EDx58U7zuXqgYBXF9
2	Project Consultant - Finance	https://forms.gle/dXkXxXa6UnWuEYrG8
3	Project Consultant – Finance & Recovery	https://forms.gle/izRcwHjMeKZPksyx5
4	Project Consultant – Monitoring & Evaluation	https://forms.gle/PUFAcBDc8RXwJKxS9
5	Project Consultant – IT & MIS	https://forms.gle/y7MgVhQgX4eGhroq9
6	Associate Project Consultant (Mobilization, Counselling & Job fairs, PIA Coordination)	https://forms.gle/yvq2n4naaMRLPUe67
7	Associate Project Consultant (Monitoring & MIS)	https://forms.gle/cxmtrEbbY2Nnub8X8
8	Associate Project Consultant – (IEC and Knowledge Management)	https://forms.gle/kbrewDcX7BMfFM2D7

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.

13. Last date for submission of online applications: 15 October 2021**14. 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 State Coordinator, Project Consultant (Finance), Project Consultant – Finance & Recovery, Project Consultant (IT & MIS), Project Consultant (M&E) and 06 Associate Project Consultants appointed will be at Bengaluru, Karnataka. Further, as a part of their functioning the above consultants may be required to travel across the State of Karnataka 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.
- 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 posts without assigning any reason at any stage.