



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

Require Project Based Contract Staff for execution of DDUGKY (Deen Dayal Upadhyay Grameen Kaushalya Yojana) for Punjab Skill Development Mission

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) for Punjab Skill Development Mission (PSDM), for implementing placement linked skill training programme in Punjab State under Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY) of Ministry of Rural Development (MoRD), Government of India, invites **ONLY ONLINE** applications from Indian Citizens for the following posts on contract basis for the said assignment, as Project Based Contract Staff.

Sr. No.	Name of the Post	No. of Posts	Place of posting
1	Associate Project Consultant Finance	02	Chandigarh, Punjab.
2	Programme Expert- Appraisal and Monitoring	01	Chandigarh , Punjab
3	Programme Expert - Training Centre Monitoring and Quality Assurance	01	Chandigarh , Punjab
4	Program Expert (Placement and post placement Tracking)	01	Chandigarh , Punjab
5	SPMU Skill operation- Planning, Management, Monitoring and Reporting	01	Chandigarh , Punjab
	Total	06	

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

A. Key Responsibilities

1. Associate Project Consultant (Finance):

- The incumbent would be responsible for generation of internal and external financial reports as per requirement under Project DDU-GKY
- Conducting First Month Audit , Monthly verification and Annual audit of the accounts of PIAs
- Undertake any financial mentioned in Standard Operating Procedures which may 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 project financial management system(PFMS)
- To represent the TSA in review meetings in NABCONS Corporate office and MoRD etc.
- Streamlining all financial protocols related to the release of various installments at the state level.
- Overseas, coordination and provide consultancy.

- Any other work related to the captioned project assigned by NABCONS from time to time.
2. **Programme Expert (Appraisal and Monitoring):**
 - Anchoring empanelment of new PIAs
 - Project and desk appraisal of the proposals submitted by the interested PIA in the state of Punjab
 - Address and resolve all queries of the interested PIAs for submission of the proposals in line with the guidelines of the DDUGKY Project
 - Issuance of operational Alerts to the PIAs based on the delay and initiation of activities required in case of a default on part of the PIA
 - Provide technical inputs to the District level staff of PSDM in order to ensure that Training Centers are being run as per SOP by concurrent monitoring.
 - Identification of capacity gaps in the PIA and District staff of PSDM and undertaking suitable capacity building workshops to address the same
 - Ensure verification of LOIs submitted by the PIAs to establish authenticity
 - Any other work related to the captioned project assigned by NABCONS from time to time.
 3. **Programme Expert (Training Centre Monitoring and Quality Assurance) :**
 - Conduct Project Execution readiness assessment (PERA) of the selected PIAs
 - Undertake Due diligence of training Centers as per the norms of the DDUGKY scheme
 - Undertake routine inspections of the training centers as per SOP and flag issues related to the quality to the state office.
 - Identify existing capacity gaps for the district staff of PSDM/PIA-Q and operations team and take capacity building measures
 - Any other work related to the captioned project assigned by NABCONS from time to time.
 4. **Programme Expert (Placement and post placement Tracking) :**
 - Liaison with prospective employers to assist the PIAs for placement of trained candidates.
 - Oversee the periodic Rozgaar Melas being conducted at block/district/state level.
 - Prepare a comprehensive database of the jobs available in various government departments.
 - Design post placement tracking mechanism of the candidates.
 - Any other work related to the captioned project assigned by NABCONS from time to time.
 5. **SPMU Skill Operations (Planning Management, Monitoring and Reporting):**
 - The SPMU shall be responsible for supporting PSDM for devising solutions for planning, Management, Monitoring and reporting for skill development schemes.
 - Establish Strategies and processes for regular review and up gradation of courses so that they stay relevant as per market demand.
 - Suggest various financial and PPP models that can be implemented by PSDM to decrease the dependency on the state exchequer including viability gap funding.
 - Training Partners collaboration: Engaging with industry, Government Institutions, Private Training Providers and various councils for conducting training activities.
 - Understand challenges with each of skill development schemes in terms of mobilization, training quality, assessment employment orientation, availability of trainers, response of employers and youth aspiration etc.

- Monitoring of progress of roll out of various skill development centers.
- Any other work related to the captioned project assigned by NABCONS from time to time.

B. Eligibility Criteria (Education Qualification & Experience)

Name of the Post	Education Qualification & Experience	Other Criteria
Associate Project Consultant Finance	<p><u>Minimum Educational Qualifications</u></p> <ul style="list-style-type: none"> • MBA-Finance//CA/ICWA/CS Inter. <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • Candidate with minimum experience of 5 years and having prior experience of working in the Government sector. <p><u>Desired Experience</u></p> <ul style="list-style-type: none"> • Candidate having prior experience of working in skill development programmes will be preferred. 	<ul style="list-style-type: none"> • Experience in Fund Management • Proficiency in reading, writing & drafting and speaking in English and Hindi.
Programme Expert- Appraisal and Monitoring	<p><u>Minimum Educational Qualifications</u></p> <ul style="list-style-type: none"> • MBA/ PGDM/ MSW/ Post graduate in Rural Development / Management or equivalent qualification (2 Years full time) from reputed institute or university. <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • Candidate with Minimum 3 years' experience in the implementation of large sized/internationally funded skill development projects. 	<ul style="list-style-type: none"> • Experience in Evaluation , Due diligence of proposals • Proficiency in reading, writing & drafting and speaking in English and Hindi.
Programme Expert - Training Centre Monitoring and Quality Assurance	<p><u>Minimum Educational Qualifications</u></p> <ul style="list-style-type: none"> • MBA/PGDM/MSW/Post Graduate diploma in Rural Development / Management or equivalent qualification (2 years full time) from reputed institute or university. <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • Candidate with minimum 1 year of experience required working with Government/ donor agencies / Other Rural Development Projects. 	<ul style="list-style-type: none"> • Experience in Due Diligence and Inspection of training centres • Proficiency in reading, writing & drafting and speaking in English and Hindi.
ProgramExpert (Placement and post placement Tracking)	<p><u>Minimum Educational Qualifications</u></p> <ul style="list-style-type: none"> • MBA/ PGDM/ MSW/ Post graduate diploma in Rural development Management or equivalent qualification (2 years full time) from reputed institute or university. 	<p><u>Other Criteria</u></p> <ul style="list-style-type: none"> • Experience in Placement Tracking of candidates trained under DDUGKY • Proficiency in reading,

	<p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • Candidate with minimum 1 year of experience of skill development and placement tracking preferably in Govt. Semi govt/ donor agencies/ top PIA of the country. 	writing & drafting and speaking in English and Hindi.
SPMU Skill operation- Planning, Management, Monitoring and Reporting.	<p><u>Minimum Educational Qualifications</u></p> <ul style="list-style-type: none"> • MBA/PGDM/PGDRDM /PG in any discipline. <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • Minimum total working experience of 5 years out of which 2 years' in any state skill mission/NSDC or equivalent central or state government agencies. Preferably in DDU-GKY project. 	<ul style="list-style-type: none"> • Experience in Planning Management Monitoring and Reporting. • Proficiency in reading, writing & drafting and speaking in English and Hindi.

C. Age: as on 01 September 2019

Position	Age (as on 01 September 2019)
Associate Project Consultant Finance	Preferably below 40 years
Programme Expert- Appraisal and Monitoring	Preferably below 45 years
Programme Expert - Training Centre Monitoring and Quality Assurance	Preferably below 45 years
Program Expert (Placement and post placement Tracking)	Preferably below 45 years
SPMU Skill Operation- Planning, Management, Monitoring and Reporting	Preferably below 45 years

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:

Position	Remuneration- Per month
Associate Project Consultant Finance	Rs. 45,000/- per month
Programme Expert- Appraisal and Monitoring	Rs. 55,000/- per month
Programme Expert - Training Centre Monitoring and Quality Assurance	Rs. 55,000/- per month
Program Expert (Placement and post placement Tracking)	Rs. 55,000/- per month
SPMU Skill operation- Planning, Management, Monitoring and Reporting	Rs. 80,000/- per month

- The above amount will be inclusive of all statutory deductions (like PF) that NABCONS may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions.
- Other than the above, the candidates are not eligible for any other allowances like leave encashment, performance bonus, leave travel concession etc.

- The staff will be liable for tax liabilities as per section 192 of the Income Tax Act & Rules in force and the tax will be deducted at source.

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

- Travel Facilities: TA/DA facilities will be as per the PSDM norms/Government of Punjab norms.
- The expert should generally be stationed in Chandigarh. However, depending upon requirement they may be deputed to district for field visits etc. The experts have to follow the working hours and working days of Govt. of Punjab.
- Experts shall get prior approval of Member Secretary, PSDM before leaving Head Quarter.
- Leave entitlement and computation will be effective from date of start of project.
- An expert can avail maximum 12 leaves per year on pro-rata basis.
- Leave can't be claimed as expert's right. Except in case of emergencies, all leaves will be granted subject to organization's requirements. A situation will be considered an emergency on a case by case basis and will be decided by the Member Secretary PSDM.

F. Contract Period:

The PBCS 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 NABCONS reserves the right to terminate the contract by giving three months' notice within the contract period.

G. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 11 October 2019 to 20 October 2019 by clicking on the following links and filling the details therein:

Position	Link to Apply
Associate Project Consultant- Finance	https://forms.gle/D3GP5nPqqZ3zaKib7
Programme Expert –Appraisal and Monitoring	https://forms.gle/DtodeKVP8Xempa3aA
Programme Expert- Training Centre Monitoring and Quality Assurance	https://forms.gle/LWinX5EsPexKD3He8
Programme Expert- Placement and post placement tracking	https://forms.gle/ptpfLiGAUPpesYQX9
SPMU Skill Operation- Planning, Management, Monitoring and Reporting	https://forms.gle/ifjSKZQ5LiFXhWYe9

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.

H. Last date for submission of online applications: 20 October 2019

I. General Information:

- Only Shortlisted candidates will be called for the interview. 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 will be in Chandigarh, Punjab. The candidates can be posted anywhere Punjab state or outside the state depending upon the project requirement. Further, as a part of their functioning the above consultants may be required to travel across the state of Punjab 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.
- The selected candidates will have to sign a one year bond with the company - In case for any reason, the selected candidate leaves the services of the Company before the contract period of one year from the date of commencement of duties (excluding the unauthorized leave) then the candidate shall forthwith pay a sum equivalent to one (01) month remuneration as mentioned in section (D) above. Acceptance request for relieving in such case will not be given till the realization of Bond amount. This amount will be in addition to shortfall in notice period, if any
- 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.