



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, for the following posts as Project Based Contract Staff.

The details of posts are given below:

S. No.	Name of the Post	No. of Posts	Place of posting
1	Project Consultant – Finance & Recovery	1	Bengaluru, Karnataka
2	Project Consultant – IT & MIS, Monitoring & Evaluation.	1	Bengaluru, Karnataka
3	Associate Project Consultant -(Mobilisation, Counselling ,Job Fairs & PIA Coordination)	4	Bengaluru, Karnataka
4	Associate Project Consultant - (IEC and Knowledge Management)	1	Bengaluru, Karnataka

1. 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 closure audit and annual audit verification on the audit statements submitted by the PIAs
- Conduct First Month Audit and Monthly Verification of PIAs as and when required.
- Assist in the Closure of the Projects and financial settlement different PIAs.
- Assist in the recovery procedure from different projects of different PIAs by providing recovery calculations and through information and data support to the counsel engaged by KSRLPS.
- 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 related to implementation of DDU-GKY Project.

B. Eligibility Criteria

Educational Qualification	Experience
<p>Essential CA/ICWA/ MBA Finance/M.com from reputed institute.</p> <p>The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. Candidates having B.Com will be given preference.</p>	<p>Minimum 6 years in a project related setting; ability to establish recognized procedures to account for fund use.</p> <p>Desired: Candidates having experience in Handling of audit/ accounts and recovery cases under the public money recovery acts is preferred.</p>
<p>Other Criteria</p> <ul style="list-style-type: none"> • Fluency in local language Kannada will be preferred. • Proficiency in reading, writing & speaking in English 	

2. Project Consultant –Monitoring & Evaluation, IT & MIS

A. Key Responsibilities

- Responsible for creating and managing the various databases required for DDU-GKY project performance
- 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. Monitoring, analysing, and assisting in troubleshooting the Designates MIS portal of DDUGKY.
- 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.
- 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.
- Any other work assigned from time to time under implementation of DDU-GKY Project.

B. Eligibility Criteria

Educational Qualification	Experience
<p>Essential Graduation (full time) in B.E/B.Tech. (Comp.Sc./IT) or A full Time Masters in Computer Application (MCA) with at least 60% marks equivalent GPA 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 development projects and Livelihood projects.</p> <p>Desired: 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"> • Fluency in local Kanada language will be preferred. • Proficiency in reading, writing & speaking in English 	

3. Associate Project Consultant (Mobilisation, 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.
- Coordinate activities of existing PIAs by tracking their overall performance.
- Support to keep tracking and verification of placements through desk document verification and physical visit at employer locations.
- Assist in undertaking Project Execution Readiness, Due Diligence, Training Centre Inspections, and Monitoring of Project.
- Assist in 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 Graduation with at least 55% marks (equivalent GPA)</p> <p>Preferred Masters Degree in Management/Agriculture/Economics/Social work or any other related field.</p>	<p>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/DDUGKY would be given preference</p>

The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power.	
Other Criteria <ul style="list-style-type: none"> • Fluency in local language Kannada will be preferred. • Proficiency in reading, writing & speaking in English. 	

4. Associate Project Consultant - (IEC and Knowledge Management)

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/Media studies with 55% marks (equivalent CGPA) from reputed institutes</p> <p>Preferred: Candidates having Master's Degree in Mass Communication journalism or other related fields The Candidate should have working knowledge of MS Office with proficiency in MS Excel & power point.</p>	<p>Candidate with minimum 2 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>
Other Criteria <ul style="list-style-type: none"> • Proficiency in reading, writing & speaking in Kannada & English 	

5. Age:

Position	Age as on 01 February 2024
Project Consultant – Finance & Recovery	Preferably below 45 years
Project Consultant – IT & MIS and M& E	Preferably below 45 years
Associate Project Consultant - (Mobilisation, Counselling ,Job Fairs & PIA Coordination)	Preferably below 35 years
Associate Project Consultant - (IEC & Knowledge Management)	Preferably below 35 years

6. 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 (inclusive all allowances)
Project Consultant – Finance & Recovery	Rs. 59,300/-
Project Consultant – IT & MIS and M& E	Rs. 59,300/-
Associate Project Consultant - (Mobilisation, Counselling, Job Fairs & PIA Coordination)	Rs. 43,300/-
Associate Project Consultant - (IEC & Knowledge Management)	Rs. 43,300/-

- 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.
- The candidate will be eligible for Travelling Allowance facilities as per the Project Norms.
- The candidate will be eligible for Leave facilities as per NABCONS Policy

7. Contract Period:

The Project Based Contract Staff will be appointed on contract basis initially till 14 September 2024 which may be extended based on requirement of the project and performance or will be co-terminus with the project period.

8. Termination of Contract:

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 one-month' notice period on either side.

9. How to Apply:

Interested candidates may apply online in the prescribed format within 15 days from 28 February 2024 to 13 March 2024 by clicking on the following links and filling the details therein:

S.No.	Name of the Post	Link
1	Project Consultant – Finance & Recovery	https://forms.office.com/r/ixktyzzNuV
2	Project Consultant – IT & MIS and M&E	https://forms.office.com/r/20YjjHvhpc
3	Associate Project Consultant - (Mobilisation, Counselling, Job Fairs & PIA Coordination)	https://forms.office.com/r/ji62GuPh1S
4	Associate Project Consultant - (IEC & Knowledge Management)	https://forms.office.com/r/QkDLI3z4JX

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.

10. Instructions:

- 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.
- 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/ Timelines**

Last date for submission of online applications	13 March 2024 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).

11. 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 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 selection list 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.