

NABARD invites applications from eligible persons having necessary experience and qualifications to lead the Corporate Communication Team of NABARD. The details are given below:

Position : Head, Corporate Communications (on contract / deputation basis, initially for two years, extendable further on the basis of performance evaluation)

Location : Mumbai

Qualification : Post Graduate Degree in Journalism/ Advertising / Public Relations / Economics from recognised University/Institution with minimum of 60% marks. Any qualification relating to banking, finance, development finance etc. shall be added advantage.

Preferred Age Group (Yrs) : 45 to 55 as on 30 June 2009

Desired experience : Minimum 25 years in Executive grade with at least 10 years experience in leading a corporate communication team. Preference will be given to journalists who have independently handled PR functions in Govt. / print media / electronic media and publication of house journals.

Job profile :

- ↻ To lead a team to develop and deliver external and internal communication programs focused primarily on the print and electronic media in India.
- ↻ Liasioning with media persons and other external agencies to project corporate image of NABARD
- ↻ Designing, obtaining internal approvals and launching product and service campaigns through empanelled agencies.
- ↻ Innovating internal and external communication strategies.
- ↻ Holding corporate events like seminars, exhibitions, thematic meets, road shows, inhouse events, etc.
- ↻ To handle the work for the inhouse magazine independently.
- ↻ Other related aspects connected to promoting NABARD's image in media.

Compensation : Rs.10 lakh p.a. on cost to company basis without housing facility.

OR

In case the candidate opts for bank's accommodation, Rs.8.5 lakh p.a.

Applicants serving in Government / Quasi Government offices, Public Sector Undertaking including Nationalised Bank's and Financial Institutions will be required to apply through proper channel.

Desirous candidates may submit their application in a cover superscribed "Application for the post of Head, Corporate Communications on contract / deputation basis" alongwith full bio-data giving the details as mentioned above and experience certificates etc. so as to reach "The Chief General Manager, HRMD, NABARD, Head Office, C-24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai 400 051" not later than 19 March 2010. The final appointment will be based on the decision of a Selection Committee constituted for the purpose subject to medical fitness. Bank reserves the right to not to fill up the post.

Engagement of Head, Corporate Communications (on contract / deputation basis) - Terms & conditions

1. Period

The engagement will be strictly on contract / deputation basis for a initial period of two years from the date of reporting for duty. The contract / deputation shall come to an end on the expiry of a period of two years from the date of joining the Bank and is extendable further on the basis of performance evaluation. The contract shall be terminable by one month's notice on either side.

2. Compensation

Rs.10 lakh p.a. without housing facility.

OR

In case the candidate opts for bank's accommodation, Rs.8.5 lakh p.a.

3. Job Responsibilities

- ↻ To lead a team to develop and deliver external and internal communication programs focused primarily on the print and electronic media in India.
- ↻ Developing corporate communication strategies and publicity campaigns through state or the art corporate communication tools, taking forward the mandated role of NABARD.
- ↻ Liasoning with media persons and other external agencies.
- ↻ Designing, obtaining internal approvals and launching product and service campaigns through empanelled agencies.
- ↻ Innovating internal and external communication strategies.
- ↻ Holding corporate events like seminars, thematic meets, road shows, in-house events, etc.
- ↻ To take up editorial role for the in-house magazine.
- ↻ Other related aspects connected to promoting NABARD's image in media.

4. Location

Head Office, Mumbai

5. Leave

i) Casual leave upto a maximum of 15 days in a calendar year on proportionate basis, provided that not more than 07 days may be taken continuously, that the state of work permits and that no appointment is required to replace the contract appointee on leave provided further that public Holidays may be combined with this leave in such a way as not to increase the absence at any one occasion beyond 10 days.

ii) He shall not be entitled for any other kind of leave except that mentioned above. Whenever he remains absent from duty beyond the eligible leave period, he will not be entitled for the emoluments for such period and if such absence is unauthorised, he shall

also be liable for such action as is provided for in Chapter IV of the NABARD (Staff) Rules, 1982.

6. Travelling / Halting Allowance

In respect with the journey performed by him in connection with the Bank's work during the contract period, he will be entitled for facilities as under :

- i. Air Fare : Economy Class
- ii. Lodging charges :
In case of non availability of Bank's VOF, for stay in hotels upto Rs.8,000/- per day at New Delhi, Hyderabad, Bangalore; Rs.6,500/- per day at Kolkata, Chennai, Pune; Rs.5,000/- at capitals of all other States & Union Territories as also Kanpur, Nagpur and Rs.3,500/- per day at the remaining places (as defined in NABARD Travelling Allowance Rules, 1983). Tax / Service charges, if any, levied by the Hotel will be reimbursed over and above the ceilings indicated above.
- iii. Halting allowance : Rs.1,200/- per day for Metro cities, Rs.1,000/- per day for all other places (as defined in NABARD Travelling Allowance Rules, 1983).
- iv. Conveyance charges : Actuals as defined in NABARD Travelling Allowance Rules, 1983.
- v. For the purpose of working out journey period etc. NABARD Travelling Allowance Rules, 1983, would be applicable.
- vi. The PRO would be eligible to stay in Banks VOF on Official / Personal visits on payment of usual charges as applicable to NABARD officers.

7. Medical facilities

He will be eligible for dispensary facilities for himself only, as available in the dispensary at Head Office / Staff Quarters

8. Housing accommodation

Bank's quarters as applicable for Grade 'D' / 'E' officers of NABARD will be provided in case he opts for Bank's accommodation. He will be liable to vacate the flat / quarters provided on the date of expiry of the contract.

9. Conduct, Discipline and Appeal

During the period of his engagement on contract basis, he shall be governed by the provisions contained in Chapter IV of NABARD (Staff) Rules, 1982.

10. Other conditions

He is required to furnish a statement of movable / immovable property held by him as also by his spouse and other dependents at the time of appointment and also regularly on annual basis thereafter, in the form prescribed by the Bank, for the purpose.

Compensation Package for PRO

Particulars	Amount in (Rs.)
Salary	55,000
Conveyance	10,000
Telephone	1,500
Mobile	2,500
Medical	1,000
Total	70,000
@ Rs.70,000 x 12 =	8,40,000/- (rounded off to Rs.8,50,000/- p.a.)
Accommodation @ Rs.12000/- p.m. x 12 =	1,44,000/- (rounded off to Rs.1,50,000/- p.a.)