



NABARD Requires Assistant Manager (in Grade 'A')in the States of Jammu & Kashmir, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim **on contract basis**

NABARD (The Bank) invites ONLY online applications from Indian citizens having necessary qualification and experience for appointment in the Bank as Assistant Manager in Jammu & Kashmir, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim.

1. Job Position : Assistant Manager (on contract)
2. Job Location :
- A) **Assistant Managers (on contract) - Upto 10 posts (J & K) –Any district headquarters in Jammu & Kashmir.**
- B) **Assistant Managers (on contract) - Upto 20 posts (Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim) –Any district headquarters in the above States.**

2. Reservation

The following number of vacancies are reserved for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC).

POST ADVERTISED		SC	ST	OBC	UR	TOTAL
ASST. MANAGER IN GRADE 'A'	Any district headquarters in Jammu & Kashmir, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim	4	2	8	16	30

3. Qualification & Experience

The candidate should be a Post Graduate in the disciplines like Economics /Agricultural Economics / Finance / Management/Banking/Agricultural Engineering / Plantation and Horticulture / Animal Husbandry / Commerce / Agriculture / Water Resources with minimum 55% aggregate marks (50% for SC/ST) in Post Graduation. The course should be of a minimum of two years full time duration. Course completed through correspondence/ part time are not eligible. The University/Institute should be recognised/approved by Government/UGC/AICTE.

Candidates from Universities/Institutes awarding degrees based on ratings/grades other than numerical marks (i.e. CGPA/GPA/any other form), please note that if the equivalent aggregate percentage of marks is not mentioned in the mark sheet/certificate, candidates are required to get a letter from the head of the Institute/Controller of Examination of the University, stating clearly, the methodology of conversion of the grades into percentage (conversion formula) and the numerical marks equivalent to their rating/grades.

Candidates should have minimum two years of relevant work experience as an Officer in Government and Semi Government Bodies, Research Institutions and Banks.

4. Eligibility Criteria

- a) Should not have completed 30 years of age as on 31 December 2012. Suitable age relaxation to SC/ST/OBC candidates would be provided as per GOI instructions.
- b) Candidates who have passed 10th Std/SSC/Matriculation or its equivalent from State of Jammu & Kashmir / Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim are eligible to apply for the post in respective State.
- c) Preference would be given to those candidates who are familiar with the local language, socio economic conditions and cultural practices of the region.
- d) Working knowledge of operations in co-operative banks or RRBs will be an added advantage.
- e) Since the job envisages frequent visits to villages / project area, applicants should be physically fit to carry out the duties.
- f) Applicants serving in Government/Quasi Government Offices, Public Sector Undertaking including Nationalised Banks and Financial Institutions will be required to submit a 'No Objection Certificate' from the employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

5. Job Responsibilities

Some of the major job responsibility of the Assistant Manager are:-

1. **Credit planning, monitoring and coordination** – Preparation of quality Potential Linked Credit Plan (PLP) for the district as per the new process stipulated by RBI and NABARD, HO guidelines and its dovetailing into District Credit Plan. Collect all relevant data relating to different sectors from the concerned line departments of the State Government. The AM has to devise suitable sector specific formats for collecting the data.
2. **Promotional and developmental functions** – Regularly follow up with the Lead District Manager for status of submission of Lead Bank Reports, attend various coordination meetings like District Credit Committee(DCC)/District Level Review Committee(DLRC)/ Standing Committee/Block Level Bankers' Committee (BLBC) regularly and ensure submission of reports.
3. **Monitoring of schemes/programmes like Rural Infrastructure Development Fund(RIDF), Watershed Development Fund(WDF), Non-Farm Sector (NFS) Programmes, etc.**
- (i) Explain the various promotional schemes available from NABARD to NGOs/Self Help Promoting Institutions (SHPI) and help agency prepare proposals suitable to them.
- (ii) Help the Bank in setting key performance areas for the district in which he/she is posted.
- (iii) Track the business sourced by Business Correspondents/Business Facilitators through the Channel Management Software and create reports and submit the same to management at regular intervals
- (iv) Help the Bank in sourcing business, running promotional programmes etc., in the areas in which he/she is appointed on contract.
- (v) Monthly Regional Office visit is mandatory.

6. Period of contract

- The period of engagement of the Assistant Manager (on contract) initially would be on a contract basis for a period of 2 years from the date of reporting for duty.
- He/she will be provided the requisite on- the-job training work at the respective RO of the Bank for which he/she has been identified. In addition, training in Bank's Training Establishment would also be provided as and when necessary.
- The Bank may terminate the contract of service if the performance is not found satisfactory.
- The Bank may at its sole discretion, terminate the contractual appointment by giving one month's notice or one months' compensation in lieu, thereof, at any time during the contract period.

7. Appointment in the Bank after contract period

- ◆ After satisfactory completion of 2 years, candidates found suitable will be considered for absorption in the Bank's services in Gr. 'A' -Assistant Manager's post in the Rural Development Banking Service (RDBS) through a selection process that would be conducted by the Bank.
- ◆ Successful candidates would be absorbed in the Bank and will be entitled for facilities/perks of the said post in the Bank. On absorption, the officer will be retained for 8 years in Jammu & Kashmir / Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim as applicable. Thereafter, the officer will be liable for transfer anywhere in India where the Bank has its office.
- ◆ A satisfactory performance, however, may not be construed as an automatic assurance of absorption in the regular services of the Bank.
- ◆ The appointment, if any, will be governed by the provisions of NABARD (Staff) Rules-1982 and will be treated as fresh appointment.
- ◆ Contract appointee shall have no right or claim for regular appointment in NABARD.

8. Selection Process

Selection of candidates would be by way of interview through video conferencing. For interview, the candidates would be shortlisted in the ratio of 1: 5 of the number of vacancies on the basis of their qualification, experience and age. Only those who satisfy the required age, qualification and experience need apply.

The Bank reserves the right to modify/amend/reverse/cancel any or all the provisions of the recruitment process, without assigning any reason thereof. Depending upon the requirement, the Bank reserves the right to cancel/restrict/curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason therefor.

No correspondence will be entertained from any ineligible and non-selected candidate. In all matters regarding eligibility, the selection process, the stages at which the scrutiny of eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies, communication of results, etc., the Bank'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 a Selection Committee constituted for the purpose subject to medical fitness. Bank reserves the right not to fill up the post.

The selected candidates should sign a contract with the Bank in the prescribed format at the time of joining.

9. Compensation and Perquisites

(1) Fixed Consolidated compensation per annum (all inclusive), on cost to Bank basis, during the contract period will be as under:

Year	Amount
First	₹.6.00 lakh
Second	₹.6.60 lakh

(The employee will be liable for tax liabilities as per the Income Tax Act and Rules in force and the tax liabilities will be deducted at source wherever applicable).

(2) No residential accommodation will be provided by the Bank during the posting at the Bank's Regional Office.

(3) During the period of posting in the district, a residence cum office would be provided as per the entitlement.

(4) The contract appointee shall not be eligible for any superannuation / terminal benefits, for and during the period of contract.

(5) During the period of contract, the contract appointee shall not be entitled to any other benefits except those mentioned here.

(6) The amount of compensation being cost to the Bank will be inclusive of any statutory payments that the Bank may be required to pay on behalf of the contract appointee.

10. Leave

Casual leave up to a maximum of 12 days in a calendar year during the contract period on proportionate basis provided that not more than 07 days Casual leave may be taken at a stretch and that Public Holidays / Saturday / Sunday may not be combined in such a way so that the total absence on any one occasion does not exceed 10 days. Leave will however be granted, subject to exigencies of work. In addition to above, after satisfactory completion of one year, 15 days ordinary leave p.a. will be granted, subject to exigencies of work.

Any absence beyond the above period will be treated as leave without any pay and the remuneration payable to him will be reduced to that extent.

11. Travelling /Halting Allowance

For tours undertaken in connection with the Bank's work, the entitlement will be as that of an Officer in Grade 'A' (Assistant Manager) in the Bank's service. Officers in Grade 'A' of the Bank are entitled to admissible air / train fare, halting allowance, local conveyance / mazdoor hire, accommodation (either in the Bank's Visiting Officers' flats or hotels) as per the TA rules of the Bank.

ONLY Online application must be submitted in the Proforma provided in the website www.nabard.org from 09 January 2013 to 30 January 2013.