



**NABARD Consultancy Services Private Limited**  
**(An ISO 9001:2008 Company)**

*A Wholly owned subsidiary of NABARD*

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NABARD Consultancy Services Private Limited, a wholly owned subsidiary of NABARD, invites online applications from Indian citizens for the following posts **for Monitoring, Evaluation and Documentation of NABARD funded Tribal Development Projects** in 23 States across India. The recruitment is project based on contract basis for a period of one year, which can be further extended, subject to satisfactory performance which will be co-terminus with the present project period of two years.

**Details of vacancies are as under**

<b>S. No.</b>	<b>Posts</b>	<b>Vacancy</b>	<b>Location</b>
1	National Coordinator	01	Mumbai
2	State Coordinator	20	In respective states as per Project Location ( Ref Para 4 )
3	Enumerators	61	In respective states as per Project Location ( Ref Para 4 )

**1. National Coordinator**

**A. Job Profile**

The National Coordinator is required to take up strategizing, conceptualization, coordination and overall monitoring of tribal development project. The primary duties and responsibilities of the consultants shall be as follows.

- Firm-up questionnaires and report structures in consultation with NABCONS / NABARD
- Regular liaison / coordination with the client
- Regular liaison / coordination with the State Coordinators
- Ensuring submission of reports by State Coordinators on half-yearly basis
- Review before final submission
- Day-to-day administrative work related to the project
- Fortnightly reporting of the progress of the projects in various states to the vertical / zonal head
- Write National Level Report on half-yearly basis
- Maintain cash flow for the project
- Maintain manpower requirement with respect to resignation, termination, etc.
- Any other work assigned by NABCONS, from time to time

## **B. Eligibility Criteria**

### **i. Educational Qualifications**

- Post-Graduation with minimum 55% marks or equivalent CGPA in Agriculture / Agriculture Engineering / Agronomy / Horticulture / Crop Science / Environment Science / Sociology / Social Work or any other related stream from a recognised University or Institution.
- Candidates with Ph. D. qualification in the related field or having papers published in National / International Journals will be preferred.

### **ii. Experience**

10 years of post-qualification experience in Rural/Social Development Sector. Candidates with prior experience of similar projects will be given preference.

## **C. Relaxation for Candidates**

In case of superannuated officers of NABARD not below the rank of DGM or superannuated officers of State Government not below the rank of Joint Director with minimum 07 years of experience in related field. The same may be indicated clearly in the online application link . In highly deserving cases, this can be relaxed.

## **D. Place of Posting**

The candidate shall be placed at the NABCONS Zonal Office, Mumbai.

## **E. Other Criteria**

- Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning
- Proficiency in reading, writing and speaking English.

## **2. State Coordinator**

### **A. Job Profile**

Each State Coordinator is required to take up comprehensive quality monitoring of each tribal development project at Project Implementing Agency (PIA) level to evaluate the field level implementation of wadis / orchards as well as their impact on the livelihood of the tribal farmers/beneficiaries. The primary duties and responsibilities of the State Coordinator shall be as follows.

- Take-up wadi / orchard level monitoring for sample checks
- Regularly supervise/guide the activities of the Enumerator and ensure timely collection of field data
- Ensuring submission and review of work plan & actual work done by enumerators
- Validate the data procured by Enumerators
- Fortnightly reporting of the progress of the projects to the National Coordinator
- Regular coordination/liaison with National Coordinator
- Monitor tribal projects at PIA level to check intervention-wise physical & financial progress vis-à-vis sanction and release of fund
- Examine transparency in the processes and fund management
- Identify warning signals and suggest mid-course corrections

- Document / Reflect on the innovation and success stories
- Assess Impact of project interventions
- Identify convergence with programmes of other agencies and government schemes / programmes
- Identify the ways for processing and marketing of wadi produce
- Identify the scope for formation of Farmer Producers' Organisation (FPO) in project areas
- Write Project Level Report on half-yearly basis identifying qualitative observations
- Write State Level Report (including district-wise & PIA-wise analysis) on half-yearly basis or as per the periodicity as decided from time-to-time
- Submit the work plan & report work done to the National Coordinator / Vertical Head on periodic basis
- Any other work related to the captioned project assigned by NABCONS, from time to time

## **B. Eligibility Criteria**

### **i. Educational Qualifications**

- Bachelor's Degree with minimum 60% marks / equivalent CGPA in Agriculture / Agriculture Engineering / Agronomy / Horticulture / Crop Science / Environment Science / Sociology / Social work or any other related stream from a recognised University or Institution; OR
- Any Graduate having post-graduation with 55% or Ph.D (awarded) in the above mentioned streams.

### **ii. Experience**

- Minimum 05 years of experience in Rural / Social Development Sector post qualification for Graduates in relevant field; OR
- Minimum 03 years of experience in Rural / Social Development Sector post qualification for Post Graduates /Ph.D in relevant field.

## **C. Relaxation for Candidates**

(i) Candidates having domicile of North-Eastern States will be given relaxation in Educational qualification, as under:

- Diploma or Equivalent in relevant stream having minimum 60% marks with 07 years of experience in Rural / Social Development Sector.

(ii) Relaxation in Eligibility for superannuated Officers from NABARD/State Government

In case of superannuated officers of NABARD not below the rank of AGM or superannuated officers of State Government not below the rank of DDA/DDH with minimum 05 years of experience in related field. The same may be indicated clearly in the online application link. In highly deserving cases, this can be relaxed.

## **D. Place of Posting**

- Please refer to Para 4 of this advertisement

## **E. Other Criteria**

- Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning
- Proficiency in English language (reading, writing and speaking) and knowledge of Hindi/local language of the state for which they are applying.
- Academic credentials viz. publications, awards, etc. is desirable.

## **3. Enumerator**

### **A. Job Profile**

Each Enumerator is required to take up comprehensive quality monitoring of designated farm at field level to evaluate the implementation of “wadis/orchards” as well as their impact on the livelihood of the individual beneficiary/house hold. The primary duties and responsibilities of the enumerator shall be as follows.

- Collect all required information/data at wadi level as per defined timelines.
- Make necessary data entry through mobile app / web portal and furnish the same to state coordinator / national coordinator in time
- Geo-tag / geo-fence the wadis
- Report survival of plantation and identify the demand for replantation
- Report yield-data in respect of crops at production stage
- Identify warning signals and suggest mid-course corrections
- Submit work plan and actual work done report to the State Coordinator as per defined periodicity.
- Facilitate report finalization by state coordinator
- Analyse the extent of community participation
- Any other work related to the captioned project assigned by NABCONS, from time to time

### **B. Eligibility Criteria**

#### **i. Educational Qualifications**

Diploma / Bachelor’s Degree with minimum 55% marks / equivalent CGPA (or higher with minimum 50% marks / equivalent CGPA) in Agriculture / Agri. Engineering / Agronomy / Horticulture / Crop Science / Environment Science / Sociology / Social work or any other related stream from a recognised University or Institution.

#### **ii. Experience**

- For Candidates with Graduation - Minimum 01 year of post qualification experience in Rural / Social Development Sector
- For Candidates with Diploma - Minimum 03 years of post-qualification experience in Rural / Social Development Sector

### **C. Place of Posting**

- Please refer to Para 4 of this advertisement

#### D. Other Criteria

- Candidates should have proficiency in English language (reading, writing and speaking) and knowledge of Hindi/local language.
- Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.
- Candidates possessing two-wheelers and valid two-wheeler license will be given preference.

#### 4. Place of Posting – State Coordinators & Enumerators

The place of posting of the persons appointed will be at various districts or locations in the respective States as decided by NABCONS based on the project requirement. Applicant for the post of State Coordinator may opt for a maximum of five states, in order of preference. Applicant for the post of Enumerator may opt for a maximum of three states, in order of preference. However, actual posting would be based on merit and administrative requirements of NABCONS.

S. No.	State	State Coordinators	Enumerators
1	Andhra Pradesh	1	2
2	Assam	1	1
3	Bihar	1	2
4	Chhattisgarh	2	6
5	Gujarat	1	5
6	Himachal Pradesh	1	1
7	Jharkhand	1	3
8	Karnataka	-	1
9	Kerala	1	1
10	Madhya Pradesh	2	6
11	Maharashtra	2	6
12	Meghalaya	-	1
13	Mizoram	-	1
14	Nagaland	1	1
15	Odisha	1	5
16	Rajasthan	2	6
17	Sikkim	-	1
18	Tamil Nadu	1	2
19	Telangana	-	2
20	Tripura	-	1
21	Uttar Pradesh	1	2
22	Uttarakhand	-	1
23	West Bengal	1	4
<b>Total</b>		<b>20</b>	<b>61</b>

## 5. Remuneration per Month

Candidates shall be paid consolidated remuneration based on the experience and educational qualification as under:

Position	Remuneration		
National Coordinator	Rs. 70000/- per month In addition, other facilities like lodging, halting, travelling, local conveyance etc. would be provided as per NABCONS policy for Project based contract staff.		
State Coordinator	<b>Qualification</b>	<b>Experience</b>	<b>Remuneration Range</b>
	Graduate	> 5 Years	Rs. 50000/-
	Post Graduate / Ph. D	3 – 5 Years	Rs. 60000/-
Enumerator	The above shown remuneration is inclusive of Rs. 15000/- towards expenses for lodging, halting, travelling, local conveyance, mobile/internet facility, lunch facility		
	<b>Experience</b>		
	<b>Qualification</b>	<b>1-3 Years</b>	<b>&gt; 3 Years</b>
	Diploma	-	Rs. 25000/-
	Graduate	Rs. 25000/-	Rs. 30000/-
	The above shown remuneration is inclusive of Rs. 5000/- towards conveyance, out of pocket, mobile /internet etc.		

- The above amount will be inclusive of all statutory deductions that NABCONS may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions.
- The remuneration mentioned above is inclusive of lodging, halting, travelling, local conveyance, mobile/internet facility, lunch facility, PF etc. (wherever applicable).
- Permissible absence shall be as per the company policy.
- Other than the above, the candidates are not eligible for any other facilities / allowances like leave encashment, performance bonus, leave travel concession, etc.
- Payment of remuneration would be linked to monthly deliverables. If monthly-allocated target are not met, then remuneration will be released on pro rata basis.

## 6. Age (as on 1 November 2017)

Position	Age
<b>National Coordinator</b>	Minimum 40 years and maximum 64 years
<b>State Coordinator</b>	Minimum 25 years and maximum 63 years
<b>Enumerator</b>	Minimum 21 years and maximum 45 years

In case of highly deserving candidates the age limit may be relaxed.

## **7. Contract Period**

Initial contract will be for one year which can be extended based on periodic performance review, to be co-terminus with the present project period of two years of which, 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 and without assigning any reason. Thereafter, NABCONS reserves the right to terminate the contract by giving one month notice within the contract period.

## **8. How to Apply:**

Interested candidates may apply online in the prescribed format by clicking on the following links.

<b>Position</b>	<b>Link</b>
National Coordinator	<a href="https://goo.gl/forms/VPVBs2I5ttH4xKAu1">https://goo.gl/forms/VPVBs2I5ttH4xKAu1</a>
State Coordinator	<a href="https://goo.gl/forms/F206gaPjvqbDzjpO2">https://goo.gl/forms/F206gaPjvqbDzjpO2</a>
Enumerator	<a href="https://goo.gl/forms/ggoN2NXUPKIm1TYE3">https://goo.gl/forms/ggoN2NXUPKIm1TYE3</a>

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.

## **Last date for submission of online applications: 10 November 2017 General**

### **Information**

- Only Shortlisted candidates will be called for the interview. 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 person appointed for the post of National Coordinator will be Zonal Office, Mumbai. Applicant for the post of State Coordinator may opt for a maximum of five states, in order of preference. Applicant for the post of Enumerator may opt for a maximum of three states, in order of preference. Actual posting would be based on merit and administrative requirements of NABCONS.
- Merely satisfying the eligibility 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 link provided in this advertisement will only be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason.

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Adv. Ref. No. NABCONS/CO-HR/027/PBCS/2017-18 Dated: 01 Nov 2017