



NABARD

Plot No.C-24, G Block, Bandra-Kurla Complex, Bandra (E) Mumbai-400 051

**Applications are invited for various Posts at
Junior and Middle levels on Contract Basis**

NABARD invites ONLY online applications from Indian citizens having necessary qualification and experience for engagement on contract, as per following details :-

1. **Job Position: Specialist Officers (On Contract) – 11
Asstt. Engineer - 01**

2. **Job Location:**
 - A) **Specialist Officers: – 11 posts in Head Office, Mumbai**
 - B) **Asstt. Civil Engineer: 01 post at National Bank Staff College, Lucknow**

3. **Reservation**

The reservation as per GoI guidelines will be provided for as under:

Post Advertised	SC	ST	OBC	UR	Total
Junior Level	--	--	01	05	06
Middle Level	01	--	02	03	06
Total	01	--	03	08	12

4. Application Fee

Application fee payable would be as under:

Category of Applicant	Application Fee	Communication, Banking Charges etc.	Total
For SC/ST	NIL	Rs.50/-	Rs.50/-
For all others	Rs.450/-	Rs.50/-	Rs.500/-

5. Qualification, Experience and Job profile

Sr. No.	Specialist / Post	Job Profile	Educational Qualification and Experience	Level
1	Research Associate : 3	<ul style="list-style-type: none">• Base level support in research and maintaining a database of important socio-economic indicators, national /international reports on development studies, research work, etc.• Survey for Financial Inclusion, data analysis and validation, etc.• Research in : Policy and Development of Rural Financial Institutions, Critical developments in agriculture, risks in agriculture, Natural Resource Management, development of livelihoods through farm and off-farm sector, agri-marketing and scaling up of microfinance initiatives, etc.	<p>Essential :</p> <ol style="list-style-type: none">At least Second Class Post Graduate Degree in Economics/Agriculture Economics/FinanceRelevant experience of 3 to 5 years in a research organization of repute. <p>Desirable :</p> <ol style="list-style-type: none">A Ph.D in Economics / Agriculture Economics / FinanceInterest and expertise in related areas in econometrics, computational and theoretical economics. High quality research potential and communication skills are essential.	Junior

2	Project Finance Manager for (Consortium Lending) -1	<ul style="list-style-type: none"> • Marketing and business development under syndication and consortium lending • Project Appraisal • Operations and Monitoring • Risk Monitoring • Recovery Management, etc. 	<p>Essential :</p> <ul style="list-style-type: none"> i. CA / MBA (Finance), B Tech/ BE with MBA Finance ii. 5-7 years of experience in Infrastructure project finance / syndication / consortium lending, credit operations, monitoring of the consortium portfolio. <p>Desirable :</p> <ul style="list-style-type: none"> i. Worked for a major Consortium Lending 	Middle
3.	Project Finance Manager (Infra.-PPP) -1	<ul style="list-style-type: none"> • Marketing and business development under PPP mode of project lending • Project Appraisal, Operations and Monitoring of the projects. • Risk Monitoring • Recovery Management, etc. 	<p>Essential :</p> <ul style="list-style-type: none"> i. CA / MBA (Finance), BE / B.Tech with MBA Finance ii. 5-7 years of experience in structuring, financing of PPP projects. Operations and monitoring of the PPP portfolio <p>Desirable :</p> <ul style="list-style-type: none"> i. Worked for a major PPP infrastructure project with an outlay of above Rs. 10 crore. 	Middle
4.	Project Finance Manager – (MSME & Rural Housing) -1	<ul style="list-style-type: none"> • Marketing and business development under MSME (Farm and Off-Farm Sectors) and Rural Housing • Project Appraisal, Operations and Monitoring of the projects • Risk Monitoring, Recovery Management, etc. 	<ul style="list-style-type: none"> • CA / MBA (Finance)/ BE / B.Tech with MBA Finance • 5-7 years of experience in structuring, financing of MSME Sector and Rural Housing. • Operations and monitoring of credit under MSME and Rural Housing sectors. <p>Desirable :</p>	Middle

			<ul style="list-style-type: none"> Work experience of MSME and Rural Housing in Bank / Financial Institution/ HFCs / Development Institution 	
5.	Risk Managers-3 (Credit-01, Market-01 & Operational 01)	<ul style="list-style-type: none"> Reviewing the systems, tools and the policies of the Bank on Credit Risk (pre & post sanction), Credit Risk Mitigation, Market Risk and Operational Risk with respect to Basel II / RBI minimum requirements. Development of appropriate risk metrics / dashboard and reports and work with the IT implementation team on creating tools / systems for risk management. Capacity building of the Bank's junior officers. Credit risk appraisal of risk based lending under various categories – SME, large corporate, State Government enterprise. Monitoring of credit proposals sanctioned by the Bank. Liaise with borrowers, vendors, other Banks, Law Department, Regional Offices' of the Bank, and other departments of the Bank as and when required on credit risk related issues. 	<p>Essential :</p> <ol style="list-style-type: none"> Post Graduate in Economics / Finance / Law / Business from a recognized university Specialized qualification in Risk Management or CA / ICWA / CFA. 5-7 years of experience as Risk Manager in Banking Sector. <p>Desirable : Certified course in data analysis and risk management from a recognized university desirable</p>	Middle
6.	Manager – Corporate Communication – 1	<ul style="list-style-type: none"> Conceptualize development of internal and external communication of NABARD involving print, electronic, social media, website and merchandise Creating artwork for social media content and handling of Facebook, YouTube and other social media platforms 	<p>Essential :</p> <ol style="list-style-type: none"> Bachelor's degree in Visual Communication or Diploma in Instructional Design from any recognized University At least 3-5 years of experience in handling video editing, conceptualizing 	Junior

		<ul style="list-style-type: none"> • Editing videos and carrying out graphic animation • Designing advertisements, hoardings, brochures, flyers posters, corporate presentations and other communication collaterals. • Any other work related to corporate communication. 	<p>and designing communication products.</p> <p>Desirable :</p> <ul style="list-style-type: none"> • Excellent written and verbal communication and presentation skills • Attention to detail and strong organizing skills • Ability to work within a small dynamic team • Excellent interpersonal and networking skills • Standard office ICT skills, including social media. 	
7.	Compliance Officer for SEBI and Stock Exchange Matters - 1	<ul style="list-style-type: none"> • Dealing with compliance on matters relating to all issues relating to debt securities, submission of periodical financial and other returns including issues relating to raising of capital, servicing thereof besides related compliances. • Dealing with Investors' Grievance Redressal matters & submission of quarterly returns including • Ensuring conformity with regulatory provisions of securities. 	<p>Essential :</p> <ul style="list-style-type: none"> • Graduate from a recognized University and Associate Member of Institute of Companies Secretaries of India (ICSI) • Min. 3-5 years of experience <p>Desirable :</p> <ul style="list-style-type: none"> • Relevant experience in Banks / FIs and listed entities. 	Junior
8.	Asstt. Engineer (Civil):1	<ul style="list-style-type: none"> • Preparation of tender documents for annual maintenance works, Supervision of all Annual Maintenance works, overseeing related to repair, renovation & new works. 	<p>Essential :</p> <ul style="list-style-type: none"> iii. First Class Degree in Civil Engineering. iv. Relevant experience of 3-5 years in a reputed organization preferably in Banks, Financial Institution, Training Establishments promoted by Financial Sector institutions 	Junior

		<ul style="list-style-type: none"> • Supervision works related to drinking water supply pipelines & sewer pipeline system of office building and residential quarters. • Floating of tender and settlement of bills in respect of various civil works after due certification of work done. • Supervision and handling of quality control/assurance mechanism of new construction works • Supervision of all kind of repairs related to building maintenance observing austerity measures. Green initiative works. 	<p>Desirable :</p> <ul style="list-style-type: none"> i. Analytical and problem solving skills ii. Experience in execution and supervision of civil construction / Maintenance / Interior work and/ or civil maintenance of office buildings/ residential complexes with basic knowledge of RCC design and other civil works, iii. Working knowledge of computers, experience in preparation of tenders for civil works, etc. 	
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6. Age / Reservation / NOC from Existing employer :

- a. **Maximum Age:** 63 Years (as on 31 December 2016)
- b. Eligible age relaxation to SC/ST/OBC candidates would be given as per GOI instructions. The candidates belonging to SC/ST/OBC categories will have to provide original caste certificate for verification together with an attested copy by Executive Magistrate / Gazetted Officer / any Competent Authority designated in this regard, at the time of Interview.
- c. Applicants serving in Government/Quasi Government Offices, Public Sector Undertaking including Nationalised Banks and Financial Institutions will be required to submit '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.

7. Period of contract

The period of engagement on contract would be of 2 years, subject to performance review every year. The period of contract may be extended by one more year based on performance and requirement.

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 engagement by giving one month's notice or one months' compensation in lieu thereof, at any time during the contract period.

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 for which 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, etc. Candidates with higher experience would be given preference. Only those who satisfy the required age, qualification and experience criteria need apply.

The Bank reserves the right to modify/amend/reverse/cancel any or all the provisions of the vacancy / 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 the Selection Committee constituted for the purpose. Bank reserves the right to increase / decrease the number of posts or not to fill up any of the posts.

9. Compensation and Perquisites:

a. All Inclusive Monthly Compensation:

Particulars	Junior Level	Mid-Level
Gross Compensation – @ (all inclusive) per month	Rs.77,000/-	Rs.105000/-

@ The contract employee will liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.

b. Superannuation Benefits

The staff on contract shall not be entitled to any superannuation benefits viz., Provident Fund, Pension, Gratuity, etc.

c. Residential Accommodation

No residential accommodation will be provided by the Bank. However, subject to availability, 1 or 2 BHK flats in Banks Quarters may be made available at a monthly rent to be decided by the bank. The monthly rent will be recovered from the monthly gross compensation to be paid.

d. Travelling & Halting Allowance

The staff on contract will be eligible for TA/HA as admissible to officers as per TA Rules of the bank. During period of the tour the accommodation will be provided at Bank's Visiting Officers Flat, wherever available.

e. The amount of compensation being cost to NABARD, will be inclusive of any statutory payments that NABARD may be required to pay on behalf of the contract appointee.

During the period of contract, the contract appointee shall not be entitled to any other benefits except those mentioned above.

f. Leave

The staff on contract shall be entitled for a leave up to a maximum of 30 days in a calendar year during the contract period on proportionate basis provided that not more than 07 days leave may be availed at a stretch and that Saturday/Sunday/Holiday may not be combined in such a way that total absence on any one occasion exceeds 10 days (including intervening holidays / Saturday /Sunday, if any. Leave will however 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.

10. Conduct, Discipline and Appeal

Services of the staff on contract shall be governed by the provisions contained in Chapter IV of NABARD (Staff Rules) 1982.

11. Last Date :

Only Online Applications must be submitted in the pro forma provided on our website <https://www.nabard.org/english/careers.aspx>

From 21 December 2016 to 05 January 2017.
