



**NABARD Consultancy Services**  
**(A wholly owned subsidiary of NABARD)**  
**(An ISO 27001:2013 & 9001: 2015 Company)**

**Requires Project Based Contract Staff for the post of Senior Level Consultant (01 Post) Middle Level Consultants (04 Posts) and Enumerators (12 Posts) for handling "Tribal Development Projects" at Regional Offices of National Bank for Agriculture and Rural Development**

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](http://www.nabcons.com)). NABCONS invites **ONLY ONLINE** applications from Indian Citizens for the posts of Senior Level Consultant (01 Post) Middle Level Consultants (04 Posts) and Enumerators (12 Posts) for handling 'Tribal Development Projects' under Farm Sector Development Department of NABARD in various states across India.

**2. (A) Details of vacancies and place of posting is as under:**

Sr. no.	State	Senior level Consultant (nos.)	Middle level Consultant (nos.)	Enumerator (nos.)
1	Gujarat			2
2	Himachal Pradesh			2
3	Jammu & Kashmir		1	1
4	Kerala		1	1
5	Madhya Pradesh		1	
6	Manipur			1
7	Mizoram		1	1
8	Nagaland			1
9	Odisha			2
10	Tripura			1
11	Mumbai HO	1		
	<b>Total</b>	<b>1</b>	<b>4</b>	<b>12</b>

Candidates can apply for only one state at a time

**3. Primary Duties and Key Responsibilities of Consultants and Enumerators**

**A. Senior Level Consultants**

- Follow up with ROs on monitoring of TDF projects, upload of data on Nabadivasiojana/ TDF

digitization portal, project rating exercise and submission of ENSURE returns.

- Preparation of half yearly National monitoring reports by compiling State Reports received from ROs.
- Generation of MIS reports from the digitization portal and review of the progress achieved under the fund, based on the digital reports.
- Preparation of analytical notes/papers on to new initiatives, policies or any other relevant field deemed necessary under the purview of TDF.
- Communication and coordination with ROs, HO departments, affiliated organisations, Training establishments etc. regarding TDF related issues.
- Any other item of work assigned by the department (as per necessity).

#### B. **Middle Level Consultants**

- Desk and field monitoring of projects, analysis of issues pertaining to TDF projects, tracking physical and financial achievements against allocated target, follow up with Project Implementing Agencies (PIAs) etc.
- Follow up with PIAs on digitization of the projects on TDF portal on regular basis and handling issues encountered therein.
- Conduct field visits, studies, convene stakeholder consultations/discussions for policy inputs or for implementation of projects.
- Analysis of feedback received from field studies/consultations and reports.
- Communication and coordination with HO, Line Departments, affiliated organisations, training establishments etc.
- Assist in preparation of Detailed Project Report (DPRs) and draft Memorandum of Sanction (MoS)
- Conduct of project rating exercise, preparation of project-wise monitoring reports and submission of State monitoring report to HO
- Management of database on TDF
- Compilation, checking and management of information uploaded by enumerators on TDF Monitoring Software
- Any other work assigned by RO pertaining to TDF assignment

#### C. **Enumerators**

- Monitoring of projects at ground level. Each and every Wadi has to be visited by the enumerator and data on different components has to be collected. RO will devise format for collection of data and reporting.
- Upload the project data in Saral survey app and digitization of the project on regular basis
- Conduct of project rating exercise, assist in preparation of project-wise monitoring reports.
- Any other item of work assigned by RO (as per necessity).

#### 4. **Details of eligibility criteria for the post of Consultants and Enumerator are as under:**

SN	Position	Educational Qualification and required Experience	Other criteria
1	Senior Level Consultant	<b>Education:</b> MBA/Graduate in Agriculture or Agri. Business or agri-allied subject	a) Must possess good writing and communication skills. b) Should have database management knowledge.

		<b>Experience:</b> At least 2-4 years' experience in Natural Resources Management/ Financing/ Value Chain Management/ Agri. Marketing based projects/studies.	c) Must be proficient in MS Office, MS Power Point, MS Excel. d) Should have good analytical skills
2	Middle Level Consultant	<b>Education:</b> MBA/Graduate (preferably in Agriculture or Agri. Business, agri-allied subject) <b>Experience:</b> At least 1-4 years' experience in Natural Resources Management or Financing/Value Chain Management/Agri. Marketing	a) Should have experience in field monitoring and evaluation of NRM projects or tribal development projects. b) Should have database management knowledge. c) Must be proficient in MS Office, MS Power Point, MS Excel.
3	Enumerator	<b>Education:</b> Graduate from any recognized University <b>Experience:</b> Minimum 1-2 years' experience in Natural Resources Management or Financing /Value Chain Management/ Agri. Marketing	a) Should possess knowledge of operating computer (MS Excel, MS Word, MS power point) and should be able to handle the mobile app designed for the data collection purpose. b) He/she should be physically fit for travelling in rugged sites.

5. **Remuneration:** The candidates will be paid consolidated monthly remuneration (u/s 192 of the IT Act) based on the experience and educational qualification and overall suitability of the candidate for the posts as under:

Category	Qualification	Remuneration
Senior Level Consultants	Post Graduate/Doctorate	Rs. 70,000/- PM
Middle Level Consultants	Graduate	Rs. 55,000/- PM
Enumerators	Graduate	Rs. 35,000/- PM

- The above remuneration 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 PBCS appointed will be liable for tax liabilities as per Income Tax Act & Rules and the tax will be deducted at source.
- There would be an annual revision in the remuneration by 5% within the range stated above, which shall be considered after one year of satisfactory service by consultants and enumerators

(A) **Other Facilities:** In addition to the remuneration as mentioned above other facilities as under will also be provided:

S.No	Particulars	Senior Level Consultants	Middle Level Consultants	Enumerator
A.		<b>Daily allowance during field visit</b>		
i	Lodging <sup>1</sup>	On actual basis subject to the ceiling of Rs. 3000	On actual basis subject to the ceiling of Rs. 2500	On actual basis subject to the ceiling of Rs. 1500 per

		per diem	per diem	diem
	Travelling Allowance	3 AC or hired taxi by RO/ Bus		
ii	Halting Allowance <sup>2</sup>	<ul style="list-style-type: none"> <li>Rs. 1200/- per diem for normal</li> <li>Rs. 900/- per diem in case of stay at hotel</li> <li>Rs. 300/- per diem in case of residential programmes</li> </ul>	<ul style="list-style-type: none"> <li>Rs. 1000/- per diem for normal</li> <li>Rs. 750/- per diem in case of stay at hotel</li> <li>Rs. 250/- per diem in case of residential programmes</li> </ul>	<ul style="list-style-type: none"> <li>Rs. 800/- per diem for normal</li> <li>Rs. 600/- per diem in case of stay at hotel</li> <li>Rs. 200/- per diem in case of residential programmes</li> </ul>
iii	Petrol Allowance	Rs. 2500/-	Rs. 2000/-	Rs. 4000/-
<b>B</b>		<b>Insurance</b>		
i	Premium comprehensive medical insurance	Rs. 8,000/- per year		
<b>C</b>		<b>Other</b>		
i	Provident Fund	As per the extant guidelines of NABCONS	As per the extant guidelines of NABCONS	As per the extant guidelines of NABCONS
ii	Mobile Expenses	Rs. 500/-	Rs. 500/-	Rs. 500/-
iii	Permissible absence (other than Saturday/ Sunday/ holiday)	24 days per year (@2 days per month) – Leave can be carried forward within a calendar year		
iv	Lunch Allowances	Rs. 1500/- per month		
v	Overtime Allowance <sup>3</sup>	1. An amount of Rs. 600/- towards refreshments and conveyance in case a PBCS attends office for three hours or more before/after regular office hours on weekdays 2. An amount of (1200/- towards refreshments and conveyance in case a PBCS attends office for a minimum of six hours on Saturdays, Sundays or Public holidays.		

**Note:**

- <sup>1</sup> Lodging should be sought only if the journey period and field visit/s extends beyond 10 hours.
- <sup>2</sup> In case of long-distance travel involving more than 12 hours journey period, halting allowance @600/- per diem shall be provided. Halting allowance to be provided for all the days of the field visits (as per the norms mentioned above).
- <sup>3</sup> Claim from the staff towards expenses for overtime allowances shall be considered by NABCONS, if the same has the approval of concerned CGM/OIC. *Other than the above, the consultants and enumerators are not eligible for any other facilities/allowances. All other Terms and Conditions will be as per the NABCONS Policy on engagement of consultants.*

## 6. Age Criteria

Position	Age as on date of application
Senior Level Consultants	Minimum 24 years and Maximum 61 years
Middle Level Consultant	Minimum 24 years and Maximum 61 years
Enumerators	Minimum 24 years and Maximum 50 years

## 7. **Contract Period:**

The Contract Staff (Senior Level Consultant, Middle Level Consultants and Enumerators) will be appointed on contract basis initially for a period of one year which may be extended subject to annual review of their satisfactory performance of duties and requirement of the project or will be co-terminus with the project period.

## 8. **Termination of contract**

Initial 03 months will be of 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 03 months' notice period on either side as per NABCONS policy.

## 9. **How to Apply:**

Interested candidates may apply online in the prescribed format for 15 days between 17 May 2024 to 31 May 2024 by clicking on the following links and filling the details therein:

Position	Link to Apply
Senior Level Consultant	<a href="https://forms.office.com/r/JFhaQprT2P">https://forms.office.com/r/JFhaQprT2P</a>
Middle Level Consultant	<a href="https://forms.office.com/r/TQ5ECxFe9h">https://forms.office.com/r/TQ5ECxFe9h</a>
Enumerator	<a href="https://forms.office.com/r/93EPuRbxc3">https://forms.office.com/r/93EPuRbxc3</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.

## 10. **Instructions:**

- i. Before applying, candidates should read all the instructions carefully and ensure that they fulfil 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.
- ii. Candidates are requested to apply only ON-ONLINE through NABCONS website ([www.nabcons.com](http://www.nabcons.com)). No other mode of submission of application will be accepted.

iii. **Important Dates/ Timelines**

<b>Last date for submission of online applications</b>	<b>31 May 2024 Midnight</b>
<b>NABCONS reserves the right to make change in the dates indicated above.</b>	

Please note that corrigendum, if any, issued related to the above advertisement will be published only on NABCONS website ([www.nabcons.com](http://www.nabcons.com)).

**11. General Information**

- a. Only Shortlisted candidates will be called for the interview and may also be assessed for their proficiency in MS Office/ data management. 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.
- b. The interview may be held in person or through virtual mode as may be required.
- c. 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.
- d. Place of posting of the posts will be as per the locations mentioned in Section 2A above. The candidates can be posted anywhere in India depending upon the project requirement. Further, as a part of their functioning the above consultants may be required to travel across the mentioned state and other parts of the country from time to time. NABCONS will not provide accommodation for the selected/appointed candidates.
- e. List of selected and waitlisted candidates for the post will be uploaded in NABCONS website ([www.nabcons.com](http://www.nabcons.com)) after the selection process is completed. The validity of the panel of selected and waitlisted candidates will be one year from the date of result.
- f. 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.
- g. 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.
- h. 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.
- i. 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 / short listing with reference to candidate's qualification, suitability,

experience, etc. Applications received after the due date shall not be entertained and will be rejected.

- j. 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.
- k. 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.
- l. The selected candidates shall not take up any part time / full time employment or assignments else where or do any business during the period of their contract with NABCONS. The engagement shall automatically be terminated if he/ she joins any other organization without giving prior information. In such an event, NABCONS shall have the right to claim compensation/ damages, if any, as it may deem fit.
- m. NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.

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Advt. Ref. No. NABCONS/CO-HR/05/PBCS/2024-25

Dated: 17 May 2024

