



NABARD Consultancy Services  
(A Wholly owned subsidiary of NABARD)  
(An ISO 9001:2015 Company)

**Requirement of Project Based Contract Staff for Project Monitoring Unit (PMU) for implementation of Central Sector Scheme for “Financing Facility under Agriculture Infrastructure Fund” in Odisha**

NABARD Consultancy Services Private Limited (NABCONS), is a wholly owned subsidiary of NABARD and a leading consultancy organization in the field of agriculture and rural development ([www.nabcons.com](http://www.nabcons.com)). NABCONS invites online applications from Indian citizens for the following posts in **Odisha**. The project is providing support services to the PMU (Project Monitoring Unit) for implementation of Central Sector Scheme for “Financing Facility under Agriculture Infrastructure Fund”. 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.

NABCONS invites **ONLY ONLINE** applications from Indian Citizens for the 04 posts on contract basis as Project Based Contract Staff for the captioned project in Odisha.

**1. A. Details of vacancies and Place of Posting**

Sr. No.	Posts	Vacancy	Place of Posting
1	Team Leader (Banking Expert)	01	Bhubaneswar, Odisha
2	Agriculture Expert	01	Bhubaneswar, Odisha
3	Post-Harvest Management Expert	01	Bhubaneswar, Odisha
4	Data Analyst	01	Bhubaneswar, Odisha

The job profile, desired educational qualification, experience and remuneration details are given below:

**2. A. Team Leader (Banking Expert)**

**A. Key Responsibilities**

Overall Project coordination, management and specifically, to provide strategic vision, guidance and leadership to the PMU on matters relating to its planning, strategy, management and operations. The primary role of the consultant would be:

- Identifying infrastructure gap in potential clusters of the state
- Identification of potential players in the state/ UT and provide necessary guidance to them for getting support under Agriculture Infrastructure Fund
- Strategizing execution of state level target and following up at several levels for timely achievement of state level target
- Organizing meetings and workshops with state level stakeholders for capacity building and awareness creation.
- Monitoring proper execution of the project across districts
- Providing handholding support for preparation of DPR with the help of professionals
- Providing handholding support to potential borrowers to submit proposals in portal
- Following up with lending institutions for timely sanction and disbursement of loans applied
- Conducting field visit to sample units after execution

- Conducting workshops and awareness programmes for FPOs, Cooperatives, SHGs and other groups
- Team Management and leadership
- Submission of Monthly Action Plan
- Submission of Monthly Progress Report
- Field visits
- Coordinating with District Level Monitoring Committee (DLMC) and State Level Monitoring Committee (SLMC)
- Submission of Documentation of success stories. Overall in charge of the PMU. He will report to NABCONS and Agriculture Dept.

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>• MBA (Banking &amp; Finance) from a recognized University Institute (Full time regular course) with 60% marks or equivalent CGPA.</li> <li>• Preference will be given to those candidates passed from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management Institutes).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An expert in financial services with 10 years of experience in the banking sector. Preference will be given to those with experience in agri-credit and project appraisal in the financial sector.</li> </ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"> <li>• Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.</li> <li>• Proficiency in reading, writing and speaking English.</li> </ul>

### 3. A. Agriculture Expert

The primary roles and responsibilities shall be as under:

- Awareness creation among potential borrowers
- Handholding support to willing borrowers
- Providing technical inputs related to the subject
- Design and conduct of monitoring visits/studies and stake holder consultations/discussions for policy inputs/implementation of schemes
- Preparation and scrutiny of DPR
- Providing handholding support for preparation of DPR with the help of professionals
- Providing handholding support to potential borrowers to submit proposals in portal
- Following up with lending institutions for timely sanction and disbursement of loans applied
- Conducting field visit to sample units after execution
- Conducting workshops and awareness programmes for FPOs, Cooperatives, SHGs and other groups
- Assist in the development and improvement of the MIS systems to ensure effective monitoring
- Any work assigned by Team Leader

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>• Post-graduation in Agri business management / PGDM from a recognized University Institute (Full time regular course) with 60% marks or equivalent CGPA.</li><li>• Preference will be given to those candidates passed from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management Institutes).</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 5 to 7 years of experience in the related projects. Preference will be given to degree holders from reputed institutes in the top slots as per NIRF ranking.</li></ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"><li>• Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.</li><li>• Proficiency in reading, writing and speaking English.</li></ul>

### 4. A. Post-Harvest Management Expert

The primary roles and responsibilities shall be as under:

- The PHME will assist the project in planning, scheduling & coordination of activities in projects pertaining to Farm level value addition through post-harvest management
- Assist the Project in identifying the weak areas with reference to PHM of identified agricultural and horticultural commodities and work out possible interventions to mitigate the problems at different steps of the value chain.
- Liaise and coordinate with all stakeholders/relevant private sectors participants (e.g. agribusiness entrepreneurs, processors, exporters, banks and other service providers etc.,) who would be potentially interested in the development of post-harvest business propositions in the project area, and also with other similar projects in the state
- Preparation and scrutiny of DPRs
- Providing handholding support for preparation of DPR with the help of professionals
- Providing handholding support to potential borrowers to submit proposals in portal
- Following up with lending institutions for timely sanction and disbursement of loans applied
- Conducting field visit to sample units after execution
- Conducting workshops and awareness programmes for FPOs, Cooperatives, SHGs and other groups
- Documenting success stories, best practices, innovative models in PHM emerging from project interventions and disseminating these at relevant forums
- Participate in workshops and learning/exchange forums as needed.
- Any work assigned by Team Leader

## B. Eligibility Criteria

Criteria	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>• Post-Graduate in Food technology/ Food science/ Food processing / Post harvest management from a recognized university / Institute (Full time regular course) with 60% marks or equivalent CGPA.</li><li>• Preference will be given to those candidates passed from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management Institutes).</li></ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>Specialization in agri-supply chain, with 5 to 7 years of experience in related projects. Preference will be given to degree holders from reputed institutes as per NIRF ranking</li> </ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"> <li>Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning</li> <li>Proficiency in reading, writing and speaking English</li> </ul>

### **5. A. Data Analyst**

The primary roles and responsibilities shall be as under:

- Design various formats, templates, dashboards etc for comprehensive monitoring of the scheme
- Perform data analysis for generating reports on periodic basis.
- Provide support and maintenance for Management information systems (MIS).
- Oversee and carry out the development and implementation of technology related user-training programs.
- Develop MIS documentation to allow for smooth operations and easy system maintenance.
- Provide strong reporting and analytical information support to management team.
- Responsible for creating and managing the various databases required for AIF scheme performance
- Develop and implement MIS policies to ensure data accuracy and security.
- Develop and maintain system plan including operational requirements as per the AIF Standard Operating Procedures
- Conduct training on MIS activities to increase staff expertise.
- Designing, monitoring, analysing, and troubleshooting IT systems.
- Ensure timely and accurate generation MIS reports.
- Identify and recommend improvements to established procedures, forms and workflows.
- Prepare periodic report and make it available for all team for effective monitoring
- Support stakeholders in resolving all technical issues related to data management and online processes on the portal of AIF.
- Coordinate with all external agencies/partners for resolving issues related to online data management and processes.
- Any other work assigned from time to time.

### **B. Eligibility Criteria**

<b>Criteria</b>	<b>Details</b>
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>B Tech in Computer Applications/ IT from a recognized university / Institute (Full time regular course) with 60% marks or equivalent CGPA.</li> <li>Preference will be given to those candidates passed from Top 100 Management Institute (as per NIRF, Ministry of Education, GoI Ranking 2020 for Management Institutes).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>3 to 5 years of experience in the related projects</li> </ul>
<b>Other Criteria</b>	<ul style="list-style-type: none"> <li>Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.</li> <li>Proficiency in reading, writing and speaking English.</li> </ul>

## 6. Age Criteria

Position	Age (as on 30 April 2022)
Team Leader (Banking Expert)	Not exceeding 50 years
Agriculture Expert	Not exceeding 45 years
Post – Harvest Management Expert	Not exceeding 45 years
Data Analyst	Not exceeding 40 years

## 7. Remuneration

Candidate will be paid consolidated remuneration based on the experience, educational qualification and overall suitability of the candidate for the post as under:

Post	Monthly remuneration
Team Leader (Banking Expert)	Rs.75,000 – Rs.1,00,000 (Per Month)
Agriculture Expert	Rs.50,000 – Rs.70,000 (Per Month)
Post – Harvest Management Expert	Rs.50,000 – Rs.70,000 (Per Month)
Data Analyst	Rs.30,000 – Rs.40,000 (Per Month)

The candidates will be liable for tax liabilities under section 194J of the Income Tax Act & Rules in force and the tax will be deducted at source.

## Other Facilities

In addition to the remuneration as mentioned above other facilities as under will also be provided:

Sr. No	Particulars	Eligibility as per post
<b>A</b>	<b>Allowance during field visits</b>	
i	Travelling allowance, halting allowance and local conveyance	<ul style="list-style-type: none"><li>As per Government of Odisha norms.</li></ul>
<b>B</b>	<b>Leave</b>	
i	Permissible absence	<ul style="list-style-type: none"><li>One leave per month</li></ul>

**Note:** Other than the above, the consultants are not eligible for any other facilities/allowance like leave encashment, performance bonus, leave travel concession, etc.

## 8. Contract Period

The Project Based Contract Staff (PBCS) would be hired on contract basis initially for a period upto 30 April, 2023 which may be extended based on the requirement of the project and performance or will be co-terminus with the project period.

## 9. Termination of contract

Initial 03 months will be 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.

## 10. How to Apply

Interested candidates may apply online in the prescribed format within 14 days from 18.05.2022 to 31.05.2022 by Clicking links and filling the details therein:

Sr. No	Name of the Post	Link
1	Team Leader (Banking Expert)	<a href="https://forms.gle/6t8K6mbTt8vjhkNHA">https://forms.gle/6t8K6mbTt8vjhkNHA</a>
2	Agriculture Expert	<a href="https://forms.gle/eRwr8gGVoENSpfSi8">https://forms.gle/eRwr8gGVoENSpfSi8</a>
3	Post – Harvest Management Expert	<a href="https://forms.gle/MXmGhSASJUg4PPuF6">https://forms.gle/MXmGhSASJUg4PPuF6</a>
4	Data Analyst	<a href="https://forms.gle/H7F5843Tjz68fgAJ9">https://forms.gle/H7F5843Tjz68fgAJ9</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.

### 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). No other mode of submission of application will be accepted.
- iii. **Important Dates/ Timelines**

<b>Last date for submission of online applications</b>	<b>31.05.2022 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).

## 11. General Information

- Only shortlisted candidates will be called for the Interview. 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.
- The interview may be held in person or through virtual mode as may be required.
- The applicant may submit the declaration in the Google form with respect to the education qualification and experience. Self-attested copies of education qualifications and experience certificates are to be compulsorily submitted at the time of the interview. Original documents would be required for verification.
- Place of posting for all the positions will be at Bhubaneswar, Odisha. Further, as a part of their functioning, the above consultants may be required to travel across the State of Odisha and other parts of the country from time to time.

- 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 co-terminus with the project.
- No correspondence will be entertained from any ineligible and non-selected candidate in any matters regarding eligibility, the selection process, and 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.
- 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.
- 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. Continuance in NABCONS' 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.
- Merely satisfying the eligibly criteria does not entitle a candidate to be called for the interview. NABCONS reserve 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 online mode provided in this advertisement will only be accepted.
- 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.
- The selected candidates shall not take up any part time / full time employment or assignments elsewhere 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.
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.