



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

NABARD Consultancy Services (NABCONS), 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)) invites **only online applications** from Indian Citizens for the following posts as Core Contract Staff.

**1. The details of vacancy is as under:**

Sr. No	Posts	Vacancy	Location
1	Project Associate	02	Corporate Office, New Delhi
2	Associate Consultant	01	Corporate Office, New Delhi
3	Associate Consultant- Food Processing and Storage	01	Zonal Office, Hyderabad
4	Consultant	01	Corporate Office, New Delhi
5	Consultant - Statistics and Data Analytics	01	Corporate Office, New Delhi
6	Associate Vice President	02	Corporate Office, New Delhi
7	Associate Vice President	01	Zonal Office, Guwahati
Total		09	

**2. Key Responsibilities & Eligibility Criteria is as under:**

**A. Project Associate (02 Posts, New Delhi)**

<b>Key Responsibilities:</b>	
i.	Support in Preparation of technical and financial proposals in response to EOI and bids.
ii.	Assist Consultants in Monitoring the progress of the projects with timely progress reports and handle all documentation related to the project
iii.	Managing Accounting work like income booking, Filing of Professional Tax Returns - Monthly & Annual, ensure timely release of payment to staff, Scrutinized Tour claims of staff, ensure smooth financial year closing.
iv.	Handling administrative work like following up for monthly/ statutory bills payments and payments of outsourced manpower and logistics and any Liaisoning work with the vendors
v.	Attend to work related to invoicing, review and follow-up of sundry debtors
vi.	Maintenance of ERP data
vii.	Development and maintenance of MIS
viii.	Provide accurate, timely and relevant recording, reporting and analysis of any financial information
ix.	Any other matter/ work assigned by the Management from time to time in line with the changing evolving business demands on an on-going basis.

<b>Eligibility Criteria:</b>
First Class Graduate and/or Post Graduation with 55 % at the aggregate from a recognized University in any subject

**Experience**

- i. 3 years of experience in HR/ Admin/ Finance/ Accounting/business development function with minimum 2 years experience in a reputed organisation operating in the area of Agriculture and rural development.
- ii. Must have work experience in handling ERP software
- iii. Should be energetic with excellent written & oral communication and presentation skills
- iv. Candidate should be a team player

**Other Criteria**

- i. Proficiency in using MS Office and other Productivity & Communication Tools

**B. Associate Consultant (01 Post, New Delhi)****Key Responsibilities:**

- i. Scouting for relevant Tenders/ Business opportunities
- ii. Preparation of technical and financial proposals in response to enquiries, EOI and bids.
- iii. Report writing and presentations as per requirement
- iv. Drafting MoUs and Agreements being entered upon with prospective client.
- v. Providing technical inputs in the bid being submitted by the Business Development Vertical.
- vi. Conducting field visits and carrying out data analysis (primary and secondary data analysis and management) in connection with projects.
- vii. Preparation of site visit report, inspection report, appraisal report, detailed project report and presentations
- viii. Coordinating and synchronising with various consultants and agencies involved in the project deliverables such as engineering firm, plant and machinery suppliers to reach project timelines
- ix. Providing technical support regarding projects being carried out at regional offices
- x. Resourcing/engaging services of Project consultants for execution related work
- xi. Follow-up for the recovery of outstanding dues.
- xii. Obtaining updates and doing follow up for various other activities around the projects being executed such as arranging offer letters, payments, receipts etc.,( preparation of office notes for the same)
- xiii. Liaison with various verticals such as Business Development, Accounts and HR as and when required.
- xiv. Liasioning and networking with the Clients for business development.
- xv. Facilitating timely and qualitative execution of assignments as a Coordinator/ Team Member.
- xvi. Coordinating with the consultants/ nodal officers within the vertical and across other verticals at regional offices/ zonal offices/ corporate office for execution of projects
- xvii. Maintenance of ERP data
- xviii. Administrative works associated with the projects such as preparing notes, minutes of meeting and back to office report after field visit.
- xix. Other duties as assigned from time to time.

**Eligibility Criteria:**

- i. First Class Graduate and/or Post-Graduation with 55% at the aggregate from a recognized University.
  - ii. Candidates should have specialisation in atleast any one of the technical fields such as finance, agri-business, food processing, rural development, food technology, data analytics, agri & allied sector, civil engineering, business administration, etc.
  - iii. Preference shall be given to candidates with Post-graduation
- i. The candidate should have minimum 3 years of work experience in Consultancy organization/Financial Institution/developmental agency.
  - ii. Candidate having experience in consultancy sector will be preferred.

**Other Criteria**

- i. Candidates should have good written and oral business communication skills & analytical skills.
- ii. Candidate should be a team player, must be energetic and must have excellent presentation skills.
- iii. Candidate should have knowledge of practical use of tools such as MS Office, including advanced Excel features for day-to-day functioning.
- iv. Candidate should have problem-solving skills
- v. Candidate should have an eye for accuracy and attention to detail

**C. Associate Consultant Food Processing and Storage (01 Post, ZO Hyderabad)****Key Responsibilities:**

- i. Scouting for relevant Tenders/ Business opportunities
- ii. Preparation of technical and financial proposals in response to enquiries, EOI and bids.
- iii. Report writing and presentations as per requirement
- iv. Drafting MoUs and Agreements being entered upon with prospective client.
- v. Providing technical inputs in the bid being submitted by the Business Development Vertical.
- vi. Conducting field visits and carrying out data analysis (primary and secondary data analysis and management) in connection with projects.
- vii. Preparation of site visit report, inspection report, appraisal report, detailed project report and presentations
- viii. Coordinating and synchronising with various consultants and agencies involved in the project deliverables such as engineering firm, plant and machinery suppliers to reach project timelines
- ix. Providing technical support regarding projects being carried out at regional offices
- x. Resourcing/engaging services of Project consultants for execution related work
- xi. Follow-up for the recovery of outstanding dues.
- xii. Obtaining updates and doing follow up for various other activities around the projects being executed such as arranging offer letters, payments, receipts etc.,( preparation of office notes for the same)
- xiii. Liaison with various verticals such as Business Development, Accounts and HR as and when required.
- xiv. Liasioning and networking with the Clients for business development.
- xv. Facilitating timely and qualitative execution of assignments as a Coordinator/ Team Member.
- xvi. Coordinating with the consultants/ nodal officers within the vertical and across other verticals at regional offices/ zonal offices/ corporate office for execution of projects
- xvii. Maintenance of ERP data
- xviii. Administrative works associated with the projects such as preparing notes, minutes of meeting and back to office report after field visit.
- xix. Other duties as assigned from time to time.

**Eligibility Criteria:**

- i. First Class Graduate and/or Post-Graduation with 55% at the aggregate from a recognized University.
  - ii. Candidates should have specialisation in food processing, food technology, agri & allied sector, business administration or related field.
  - iii. Preference shall be given to candidates with Post-graduation
- i. The candidate should have minimum 3 years of work experience in Consultancy organization/Financial Institution/developmental agency.
  - ii. Candidate having experience in consultancy sector will be preferred.

**Other Criteria**

- i. Candidates should have good written and oral business communication skills & analytical skills.
- ii. Candidate should be a team player, must be energetic and must have excellent presentation skills.
- iii. Candidate should have knowledge of practical use of tools such as MS Office, including advanced Excel features for day-to-day functioning.
- iv. Candidate should have problem-solving skills
- v. Candidate should have an eye for accuracy and attention to detail

**D. Consultant (01 Post, New Delhi)****Key Responsibilities:**

- i. Scouting for relevant Business opportunities/Tenders
- ii. Identification of business opportunities including client relationship and converting it into business.
- iii. Identification of agencies with whom NABCONS may partner for setting business.
- iv. Preparation of technical and financial proposals in response to enquiries, EOI and bids.
- v. Drafting MoUs and Agreements being entered upon with prospective client
- vi. Liasioning and networking with the Clients for business promotion
- vii. Report writing and presentation as per requirement
- viii. Delivering presentations in order to contract business.
- ix. Facilitating timely and qualitative execution of assignments as a Coordinator and / Team Member.
- x. Negotiating contracts/agreements with vendors, suppliers, distributors, or other business partners.  
Establishing relationships with external clients in the industry and ensure successful business outcomes. Manage relationships with key clients.
- xi. Strategizing and Follow up for recovery of outstanding dues
- xii. Monitoring cash flows of the projects being handled.
- xiii. Resourcing/engaging services of Project Consultants for assignment execution related work
- xiv. Maintain database of CVs of domain experts, business profiles etc.
- xv. Maintenance of ERP data
- xvi. Data Analysis and Management
- xvii. Other duties as assigned from time to time

**Eligibility Criteria:**

- ii. First Class Graduate and/or Post-Graduation with 55% at the aggregate from a recognized University.
- iii. Candidates should have specialisation in atleast any one of the technical fields such as finance, agri-business, food processing, rural development, food technology, data analytics, agri & allied sector, civil engineering, business administration, etc.
- iv. Preference shall be given to candidates with Post-graduation.

**Experience**

- i. Minimum 5 years of experience with at least 3 years' experience in a reputed organisation operating in the area of Agriculture and rural development.
- ii. Candidates should have executed assignments over the last three years relating to the field of Agriculture & rural development and allied sectors.
- iii. Preference will be given to candidates having Consultancy Sector experience.

**Other Criteria**

- i. Knowledge of practical use of tools such as MS Office, Google tools, including advanced Excel features for day-to-day functioning.
- ii. Candidates should have good written and oral business communication skills along with analytical skills.
- iii. Candidate should be a team player with problem solving skills & attention to detail.

**E. Consultant - Statistics and Data Analytics (01 Post, New Delhi)****Key Responsibilities:**

- i. Build and lead a team of Associate Consultants by providing technical guidance and mentorship to develop business workflows, deliver timely data analysis ensuring efficiency and quality for data and data visualization requirements in various assignments.
- ii. Understand the data & analytics requirements under various assignments / Business Verticals of NABCONS.
- iii. Provide technical guidance to develop business workflows, deliver timely data analysis ensuring efficiency and quality for data and data visualization requirements in various assignments.
- iv. Meeting data & analytics requirements under various assignments / Business Verticals of NABCONS.
- v. Work closely with clients and business verticals/ internal execution teams to understand the data requirement and devise data process flow.
- vi. Deploy data analysis tools and databases, initiate data analysis processes and create predictive data models to streamline operations
- vii. Work on developing interactive dashboards using Tableau or other BI tools and transform data into meaningful insight and recommendations for various business needs of NABCONS
- viii. Preparing reports for the management stating trends, patterns, and predictions using relevant data
- ix. To review, identify gaps, improve existing system and collaborate with various business verticals to integrate system/ process improvement.
- x. Using statistical tools to identify, analyse, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction
- xi. Preparing final analysis reports for the stakeholders to understand data-analysis for facilitating important decisions based on various facts and trends.
- xii. Training and mentoring staff at various levels on data inputs, cleaning, sorting & storing
- xiii. Other duties as assigned from time to time

**Eligibility Criteria:**

- i. First Class Graduate and/or Post Graduation with 55% at the aggregate from a recognized University in Statistics, Economics, Data Science, Data Analytics, Computer Science, Mathematics, Information Management, Business Administration/ Business Analytics or any related field from a recognized institution
- ii. The candidate should possess a certificate/Diploma of minimum of 6 months course of Data Analytics.
- iii. Preference shall be given to candidates with Post-graduation
- iv. Candidates having certificate in any of the statistical tools such as Stata/ SAS/R/MATLAB/Python, etc. or in BI tools such as Power BI, Tableau, SQL, etc. would be preferred

**Experience**

- i. Minimum 5 years of work experience with at least 2 years' experience in Data Analytics in fields related to Consultancy sector.

- ii. Demonstrated experience in handling large datasets and quality assurance is required in the last 03 years preferably in consultancy sphere

**Other Criteria**

- i. Strong data analytics skills with the ability to collect, organize, analyse and disseminate significant amounts of data with attention to detail and accuracy
- ii. Excellent understanding of data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- iii. Ability to learn new technologies quickly. Demonstrated willingness to keep technical skills and knowledge up-to-date
- iv. Ability to think logically and analytically in a problem-solving environment.
- v. Ability to analyse problems and present clear options for solution
- vi. Knowledge of methodologies, tools, systems and apply practical experience in planning, monitoring, evaluating and reporting and ability to apply to practical situations
- vii. Candidates should have good written, oral and presentation skills

**F. Associate Vice President (03 Posts, 02- New Delhi & 01-ZONER,Guwahati)**

**Key Responsibilities:**

- i. Lead the team of Consultants
- ii. Identification of business opportunities including client relationship and converting it into business.
- iii. Coordination and Preparation of Technical and Financial proposals in response to enquiries, EOI and bids.
- iv. Negotiating contracts/agreements with vendors, suppliers, distributors, or other business partners. Establishing relationships with external clients in the industry and ensure successful business outcomes. Manage relationships with key clients.
- v. Coordination with other business units of NABCONS – Regional Offices and Zonal offices, Identification of Business opportunities managing client relationship and converting it into businesses.
- vi. Facilitating timely and qualitative execution of assignments as a Coordinator and / Team Member.
- vii. Research Design, study Strategy using Statistical & Research Methodology
- viii. Design Project Execution/implementation Strategy
- ix. Delivering presentations to prospective clients and participating in negotiation meetings with client if required.
- x. Assessing manpower/ expertise required in the various projects and engaging relevant consultants/ agencies on PBCS basis.
- xi. Monitoring cash flows of the projects being handled.
- xii. Review & Finalisation of Report writing and presentations as per requirement.
- xiii. Identification of agencies with whom NABCONS may partner for business (national & international).
- xiv. Strategizing and Following up for recovery of outstanding dues
- xv. Data Analysis and Management
- xvi. Training and capacity building of team members
- xvii. Other duties as assigned from time to time.

**Eligibility Criteria:**

- i. First Class Graduate and/or Post-Graduation with 55% at the aggregate from a recognized University.
- ii. Candidates should have specialisation in atleast any one of the technical fields such as finance, agri-business, food processing, rural development, food technology, data analytics, agri & allied sector, civil engineering, business administration, etc.
- iii. Preference shall be given to candidates with Post-graduation

**Experience**

- i. Minimum 09 years of experience with at least 5 years' experience in a reputed consultancy organisation operating in the area of Agriculture and rural development

ii.	Candidates should have executed minimum 5 Consultancy assignments over the last three years relating to the field of Agriculture, rural development, Climate Change, Water Resources Management, Watershed Development, Environment, Social Sciences, Food Technology, International business, IT System, Infrastructure.
iii.	Candidate should have experience of undertaking research oriented/analytical/data intensive Consultancy assignments.
iv.	Preference will be given to candidate with Consultancy experience.
<b>Other Criteria</b>	
i.	Knowledge of practical use of tools such as MS Office, including advanced Excel features for day-to-day functioning.
ii.	Should be energetic with excellent written, oral and presentation skills.
iii.	Candidates with additional knowledge of Data Analysis tools/software is desirable.
iv.	Candidate should have Problem-solving skills
v.	Candidate should have an eye for accuracy and attention to detail
vi.	Candidate should possess team-building skills and should be a team player
vii.	Candidates with track record of engagement/networking with Central Govt., State Govt. & Corporate Sector will be preferred.
viii.	Candidates with knowledge of analytical tools/software is desirable.

### 3. Remuneration:

Position wise remuneration for the posts is as under:-

S. No.	Posts	Consolidated monthly remuneration*
1	Associate Vice President	Starting Rs.1,25,000/- per month
2	Consultant	Starting Rs. 87,500/- per month
3	Associate Consultant	Starting Rs. 55,000/- per month
4	Project Associate	Starting Rs. 39,000/- per month

\* - Higher remuneration may be considered in case of highly deserving candidates based on relevant experience, qualification, last drawn salary etc.

- The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.
- Other than the above remuneration, candidate is also eligible for other facilities/allowances as per NABCONS policy.

### 4. Age:

Position	Age (as on 01 August 2023)
Associate Vice President	Preferably below 45 years
Consultant	Preferably below 40 years
Associate Consultant	Preferably below 35 years
Project Associate	Preferably below 35 years

### 5. Contract Period:

Initial contract will be for a period of one year and further extendable by **three years**, to be renewed each year based on annual performance review, as per the existing Company's policy.

## 6. Termination Clause:

The contract will be terminable by three months' notice period on either side as per the existing Company's policy.

## 7. Selection Process:

- i. The candidates shortlisted as per the eligibility criteria may be subject to a test on drafting skills and excel skills followed by Personal Interview.
- ii. Mode of Interview will be indicated at the time of issuing call letters to the shortlisted candidates.

## 8. How to Apply:

Interested candidates may apply online in the prescribed format within **10** days by clicking on the following links and filling the details therein from **10 August 2023 to 20 August 2023**. Applications submitted successfully will only be considered.

S. No.	Posts	Link to apply
1	Project Associate	<a href="https://forms.office.com/r/AbvPgEyp56">https://forms.office.com/r/AbvPgEyp56</a>
2	Associate Consultant	<a href="https://forms.office.com/r/ULqweDMmjh">https://forms.office.com/r/ULqweDMmjh</a>
3	Associate Consultant- Food Processing and Storage	<a href="https://forms.office.com/r/WpMHPsDXvu">https://forms.office.com/r/WpMHPsDXvu</a>
4	Consultant	<a href="https://forms.office.com/r/9Tb9gaTznd">https://forms.office.com/r/9Tb9gaTznd</a>
5	Consultant - Statistics and Data Analytics	<a href="https://forms.office.com/r/9uiHkqztFk">https://forms.office.com/r/9uiHkqztFk</a>
6	Associate Vice President	<a href="https://forms.office.com/r/bpEA02EJ3v">https://forms.office.com/r/bpEA02EJ3v</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.

## 9. 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/Timeline

Last date for submission of online applications	20 August 2023 Midnight
NABCONS reserves the right to make change in the dates indicated above.	



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))

#### **10. General Information:**

- i. Only Shortlisted candidates will be called for the interview. Location and the process of 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.
- ii. The applicant may submit the declaration in the online 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 at the time of interview, failing which candidate will not be allowed to attend interview.
- iii. Place of posting of the candidate appointed for the given posts will be as per clause (1) of the advertisement. Candidates, however, is liable to be posted at any other Office or Unit of NABCONS in India or abroad In future, depending on the Office requirements.
- iv. For the eligible shortlisted candidates already working with NABCONS, in case of selection for any of the posts, they will have to resign from their existing contract and sign the fresh contract.
- v. List of selected and waitlisted candidates for the posts will be uploaded in NABCONS website ([www.nabcons.com](http://www.nabcons.com)). The validity of the panel of selected and waitlisted candidates will be 06 months. However, NABCONS reserves the right to extend the offer of appointment to the waitlisted candidates.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. Merely satisfying the eligibly criteria does not entitle 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., as per eligibility criteria. Applications received after the due date shall not be entertained and will be rejected.
- x. 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.
- xi. The contractually engaged staff shall have no legal claim to regular absorption either during the period of contractor after the period of contract expires. Similarly, the Contract Appointee will have no claims

as to seniority.

- xii. NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any reason at any stage.

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Advt. Ref. No. NABCONS/CO-HR/19/CCS/2023-24

Dated: 10 August 2023