



NABARD Consultancy Services Private Limited
(An ISO 27001: 2022 & 9001:2015 Company)
A Wholly owned subsidiary of NABARD

Requires Project Based Contract Staff for the project “Setting up of PMU for Digitisation and monitoring of FPOs by NABCONS” at Kerala

NABARD Consultancy Services (NABCONS), a wholly owned Company of NABARD and a leading consultancy organization in the field of agriculture and rural development (www.nabcons.com). NABCONS has been appointed by NABARD for setting up of Project Monitoring Unit (PMU) for effective monitoring of promotional interventions at field level using digital platform (portal), building real time data on various business activities of FPOs, as also taking corrective measures and ensuring commercial sustainability of these organizations.

NABCONS invites **ONLY ONLINE** application from Indian citizens for the Post of Junior Level Consultants (01 Posts) on contract basis as Project Based Contract Staff for project “Setting up of PMU for Digitisation and monitoring of FPOs by NABCONS” in Kerala.

The place of posting will be at Project Monitoring Support Units in various locations as under:

1. Details of post, vacancies and place of posting are as under:

S. No.	Posts	Vacancy	Place of Posting
1	Junior Level Consultant	01	Kerala

2. Details of tasks to be taken up by the Consultants at ROs and HO

A. Key Responsibilities

a FPO digitization

- On boarding & updation of FPO data on NABFPO Portal
- Providing Guidance to POPIs for updating of FPO data on Portal
- Communication and Coordination with POPIs/FPOs for periodic updation on NABFPO portal
- Validation of data on Portal
- Follow up with HO consultants/ Karabi software for portal related queries & rectification of problems
- Coordination for training of FPO staff and CEOs for operating NABFPO portal.
- Initial training and handholding to operate the portal and update database of various FPOs especially the new FPO.

b Monitoring and Evaluation

- Conduct of field Monitoring visits to PRODUCE/PODF-ID/CSS FPOs
- Review of their performance in respect to business activities, discussion with CEO, BODs, and farmer members.
- Verification of financial records, licenses & other compliance documents of FPOs
- Preparation of comprehensive reports of the field visits
- Follow up with FPOs for submission of action taken report

- Preparation of report with feedback analysis and probable action points after field visit.
- c Data Analysis and Reporting
 - Data management and reporting of data on status of FPOs, membership, business, training, market linkage, credit linkage, etc.
 - Analysing and interpretation to assist RO/HO at operational and polity level intervention.
- d CSS integrated portal
 - Coordination with CBBOs and FPOs for updation of data on MIS portal.
 - Data management of FPOs promoted under the scheme and tracking the progress.
 - Tracking the claims of CBBOs/FPOs on MIS portal and assisting RO/HO in scrutiny of the claim.
- e Facilitation of Interface of FPOs with other Stakeholders
 - Coordination with FPOs and shortlisting of appropriate FPOs to represent in forums/exhibitions/seminars/workshops organized by NABARD, State Government, Central Government, Educational Institutions and Agriculture Universities.
 - Coordinating with FPOs for attending RO review meetings.
 - Coordination with the POPIs and CBBOs for the review meetings, workshops and other meetings that are conducted at Regional Office level.
- f ONDC Registration, e-NAM and NCDK
 - Guiding FPOs on on boarding and catalogue preparation on Open Network Digital Commerce (ONDC).
 - Assisting FPOs for registration on e-NAM, NCDEX, etc.
- g Networking and Collaboration
 - Promoting collaboration among different FPOs, facilitating knowledge sharing, collective action among FPOs, etc.
- h Other
 - Analysis of RO-wise issues, target vs achievements, progress note and presentation.
 - Tracking of digitisation of FPOs data on a regular basis-issues and completing digitisation
 - Communication and coordination with ROs, POPIs, CBBOs and FPOs
 - Follow up with ROs, POPIs and Karabi software for work related to Digitisation and reporting
 - Generation of MIS from the portal and review of the progress based on the MIS
 - Presentation and Documentation of successful intervention
- i Any other work as per necessity of the department.

B. Eligibility Criteria

Junior Level Consultant (01 Post)

Criteria	Details
Educational qualification	<ul style="list-style-type: none"> • MBA/Graduate in Agriculture / Agri business with IT background
Experience	<ul style="list-style-type: none"> • Minimum 3 years of experience on promoting or financing farmers' collectives/ Agri business activities/ Agri Marketing / Value Chain Management • Must be proficient in MS Office, MS Power Point, MS Excel

C. Place of posting for Junior Level Consultant

S. No.	State	Place of posting	Vacancies
1	Kerala	Kerala	01

D. Age Criteria:

Position	Age as on date of application
Junior Level Consultant	Minimum 21 years and Maximum 40 years

3. Remuneration per Month:

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

SN	Category	Range of remuneration (per month)*
1	Junior Level Consultant	Rs 35,000/- to Rs 45,000/-

* 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.

4. Engagement of the Junior Level Consultant:

The consultant will initially be hired for upto 31 March 2026 as Project Based Contract Staff (PBCS). The renewal for the second year is subject to review of performance.

5. Other Facilities

S. No.	Particulars	Eligibility
A.	Daily allowance during field visit	
i	Travelling allowance	Travelling by 3 rd AC. Further, travelling expenses by 2 nd AC/Air/taxi/Cab on need basis with prior approval of CGM/OIC at RO and CGM, FSDD at HO
ii	Halting Allowance	(i) Rs.1000/- per diem for normal (ii) 50% of normal if staying in hotel (iii) 25% of normal if residential programme like training, workshop, etc.
iii	Lodging	On actual basis subject to the ceiling of Rs.2,500/- per diem
B	Insurance	
i	Premium of comprehensive medical per year insurance for self	Rs. 6,500/- per year
C	Other	
i	PF contribution	Applicable as per Company Policy

ii	Mobile phone/internet /data charge for official purposes	Rs.1,000/- per month
iii	Permissible absence (other than Saturday / Sunday / holiday)	<p>24 days per year</p> <p>a. The casual leave (CL) shall be admissible for 24 days per calendar year on a half yearly basis i.e. 01 January and 01 July. 50% of the admissible leave i.e. 12 days will be credited on 01 January and the remaining 50% i.e. 12 days will be credited on 01 July of the year.</p> <p>b. The total absence of CL on any single instance, including preceding, intervening and succeeding Sundays and Holidays shall not exceed 10 days.</p> <p>c. CL can be availed for maximum 05 days at a stretch, excluding preceding, intervening and succeeding Sundays and Holidays.</p> <p>d. CL availed beyond a period of 10 days shall be considered as leave without pay</p>
iv	Printing of visiting card	200 cards per year
v	Lunch Allowance	Rs. 1500/- per month
vi	Overtime allowance	<p>1. An amount of Rs.600/-towards refreshments and conveyance in case a PBCS (Monthly) attends office for three hours or more before/after regular office hours on weekdays</p> <p>2. An amount of Rs. 1200/-towards refreshments and conveyance in case a PBCS (Monthly) attends office for a minimum of 8ix hours on Saturdays, Sundays or Public holidays. Estimated cost per month/Consultant = $(22*600) + (8*1200) = \text{Rs. } 22,800/-$.</p>

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

6. Contract Period

The Consultants will be appointed on contract basis initially for a period of upto 31 March 2026 which may be extended based on requirement of the project and performance or will be co-terminus with the project period.

7. 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.

8. How to Apply:

Interested candidates may apply online in the prescribed format within 18/07/2025 to 27/07/2025 by clicking on the following link and filling the details therein.

Position	Link
Junior Level Consultant	https://forms.office.com/r/gAZh2wKjeC

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

- 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.
- Candidates are requested to apply only ON-ONLINE through NABCONS website (www.nabcons.com). No other mode of submission of application will be accepted.
- **Important Dates/ Timelines**

Last date for submission of online applications	27/07/2025 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).

10. General Information

- 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.
- The interview may be held in person or through virtual mode as may be required.
- The applicant may submit the declaration in the online form with respect to the educational qualification and experience. Self-attested copies of educational qualifications, experience certificates and medical questionnaire to be compulsorily submitted at the time of the interview. Original documents would be required for verification
- Place of posting for the posts of Senior Level Consultants and Junior Level Consultants will be as per the locations mentioned in Section 1 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.
- List of selected and waitlisted candidates for the posts will be uploaded in NABCONS website (www.nabcons.com) after the selection process is completed.
- 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.

- 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. 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.
- 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.
- 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.