

Requires Project Based Contract Staff for the various posts at the State headquarters and District level offices for Skill Development Programme in Kerala

NABARD Consultancy Services (NABCONS) is a wholly owned subsidiary of National Bank for Agriculture & Rural Development (NABARD) and a premium consultancy organization in the field of livelihoods development, agriculture and rural development in the country ([for more details visits www.nabcons.com](http://www.nabcons.com)). NABCONS invites online applications from Indian Citizens for various positions as Project Based Contract Staff in State Technical Support Agency to Kudumbashree.

Kudumbashree has assigned NABCONS as the State Technical Support Agency under Deen Dayal Upadhyay Grameen Kaushal Yojana (DDU-GKY), a flagship programme for placement linked skill development designed by Ministry of Rural Development (MoRD) and implemented by Kudumbashree in the state of Kerala. NABCONS is looking for dynamic development professionals for various positions at the State headquarters and District level offices for execution of this assignment.

1. Details of vacancies and place of posting is as under:

Sl. No	Positions	No. of Positions	Location of Posting
1	Project Manager	1	Thiruvananthapuram
2	Thematic Manager (Mobilisation, Counselling & Job fairs)	1	Thiruvananthapuram
3	Thematic Manager (PIA Coordination & Development)	1	Thiruvananthapuram
4	Thematic Manager (IT & Biometrics)	1	Thiruvananthapuram
5	Thematic Manager (Finance & Proposal Examination)	1	Thiruvananthapuram
6	Thematic Manager (Pedagogy & Learning Management)	1	Thiruvananthapuram
7	Thematic Manager (Alumni, Migration Support, Placement, Retention Tracking & career Progression Tracking)	1	Thiruvananthapuram
8	Thematic Manager (Inspection, Quality Assurance & Branding)	1	Thiruvananthapuram
9	Thematic Manager (Coordination with State Skill mission and other State Skilling initiatives)	1	Thiruvananthapuram
10	Assistant Thematic Manager (IEC& Knowledge Management)	1	Thiruvananthapuram
11	Assistant Thematic Manager (Finance)	2	Thiruvananthapuram
12	Assistant thematic mangers (Operations)	5	Thiruvananthapuram
13	District Managers	14	District HQs or at Regional level
14	Support Executive – Management Information System (State)	1	Thiruvananthapuram
15	Support Executive – Finance & Accounts (State)	1	Thiruvananthapuram
16	Support Executive - Placement (State)	1	Thiruvananthapuram

Sl. No	Positions	No. of Positions	Location of Posting
17	Call Centre Executives	2	Thiruvananthapuram
	Total	36	

The candidates other than the executive cadres shall be required to extensively travel to the districts and perform both desk and field level activities. Positions will be initially for a period for 11 months and extendable based on performance and also co-terminus with the present project.

2. **Detailed job description of the positions, educational qualification & experience for each positions, other eligibility criteria and salary details are given in below tables.**

1. **Project Manager**

Position overview	Project Manager will work in close coordination with Kudumbashree, NABCONS Regional office at Thiruvananthapuram and Corporate office Delhi and will be responsible to lead the team of experts to ensure desired impacts of DDU-GKY programme on target audience through innovative approaches, systematic planning and periodic monitoring of all Stakeholders.
Job Description	<ul style="list-style-type: none"> ▪ Lead the team of consultants positioned at State Technical Support Unit set up for Management of DDU-GKY Programme in the state of Kerala. ▪ Ensure deliverables of the STSA in a time bound manner and submit Monthly Deliverables Report (MDR) to the client not later than five days from closure of the month. ▪ Establish a receptive and responsive concurrent monitoring system and submit Quarterly Project Performance Report (QPPR) and Quarterly Action Plan (QAP) of STSA along with budget estimates to Kudumbashree. ▪ Capacity building of all stakeholder of the project ▪ Coordination with Kudumbashree, other external agencies and other line department as and when required. ▪ Manage documentation and IEC activities to bring in visibility to the project ▪ Explore best practices and bring in innovations through continuous ground surveillance on project outcome and stakeholder consultations for increased outcome. ▪ Identify replicable models from within and outside the country as well as explore technology innovations in teaching learning process of vocational training. ▪ Develop linkages with industries for placement as well as for collaborations in pedagogy development and training. ▪ Preparation of Annual action plans, quarterly work plans with budget estimates and task oriented micro plans for DDU-GKY and STSA operations. ▪ Design and conduct thematic concurrent evaluation studies and development ToRs for impact evaluations. ▪ Assist CEO/COO Kudumbashree for conduct of Period Reviews by providing data and review briefs.

	<ul style="list-style-type: none"> Assist in quality procurement of services through Preparation of ToR/RFP/tender documents etc.
Educational Qualification	MBA/PGDM/ MSW or Post-graduate in management
Experience	<ul style="list-style-type: none"> Minimum 07 years of work experience. 5 years of experience in managing large scale skill development programs Working experience with government agencies providing advisory/consulting services to Kudumbashree. Should have managed a team of 10+ members and worked in leadership roles in the areas of skill development, livelihood promotion, capacity building, and implementation support for central/state schemes. Experience in managing DDUGKY program would be an added advantage.
Other Requirements	Good command in written, spoken English. Working level fluency in local language(s) Knowledge of local language preferred. Proficiency in MS Word /Excel and Power Point with excellent drafting and report preparation skills.
Age	Below 55 Years as on date of publication
Initial Annual CTC	INR 11.35 Lakhs (with a provision for annual increment based on performance)

2. Thematic Manager (Mobilization, Counselling & Job fairs)

Position overview	Thematic Manager (Mobilization, Counselling & Job fairs) shall be responsible to put in place a systematic mobilization and career counselling system under the programme and ensure job referral services by establishing linkages with employers.
Job Description	<ul style="list-style-type: none"> Creation of database of Unemployed rural youth from NGHs/ NFSA, SECC data and coordinating with other poverty reduction projects/ educational department etc. Identify the priority locations and groups in the state for saturation of coverage based on evidence-based data. Capacitate the call centre team to reach out the unemployed youth from the database and provide career counselling for selection of courses based on their choices. Develop course handbooks for the use of counsellors at call center to ease the process of counselling and admission facilitation. Maintain and update the admission information system and publish the same on Kudumbashree website. Ensure registration of all prospective candidates in Kaushal panjee or any other MoRD/MoSDE portals by facilitating Project Implementing agencies. Organize Job fairs and facilitate enrolment of candidates in RTD mode after job role wise listing of prospective candidates based on their aspirations and aptitude in different trades. Capacity building of PIA mobilizers/Centre heads on enrolment process. Coordination with District Mission and NRLM Division to ensure data flow from NHGs/CRPs. Prepare district wise annual mobilization plan and strategy.

	<ul style="list-style-type: none"> ▪ Tracking of conversion of mobilization into admissions and take course correction action in case of lower conversion rates. ▪ Tracking batch commencement as per PPWs and collect feedback from candidates on training quality and facilities. ▪ Establish a rating system for training centres through systematic candidate's feedback mechanism.
Educational Qualification	MBA/Postgraduate in Rural Development/ MSW/Master's degree in any related technical/business streams.
Experience	<ul style="list-style-type: none"> ▪ Minimum 5 years of post-qualification experience in Mobilisation/ Counselling/ Job Fairs etc. ▪ Working experience in government projects/skills or rural development assignment would be given preference. ▪ Should have managed capacity-building initiatives preferably in skills and livelihood programs ▪ Experience in DDUGKY program would be an added advantage
Other Requirements	Good command in written, spoken English and Should be proficient in local languages. Proficiency in MS Word /Excel and PowerPoint with excellent communication and data management skills.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 7.21 lakh (with a provision for annual increment based on performance)

3. Thematic Manager (PIA Coordination & Development)

Position overview	Thematic Manager (PIA Coordination & Development) will be responsible for contract management with the Project Implementing Agencies (PIAs) to achieve outcome as per agreed schedules by providing handholding support, periodic progress data analysis.
Job Description	<ul style="list-style-type: none"> ▪ Resolution of technical and operation issues during training process ▪ Resolution candidate grievances during training ▪ Resolution of PIA grievance ▪ Function as a linkage between PIAs and Kudumbashree ▪ Ensure timely completion of OJT and closure of batches on MoRD portal. ▪ Assist Project manager in preparing project progress data, review briefs and presentation for periodic reviews. ▪ Organize periodic review meetings of all stakeholder in time ▪ Prepare minute of the PIA review meeting ▪ Prepare action taken report on the decision of review meetings and follow up with the concerned stakeholders in regular intervals. ▪ Quarterly PPWS analysis and preparing of report along with actionable recommendation including alerts and penal actions. ▪ Preparation of risk analysis and mitigation plan for quarterly project performance report. ▪ Facilitate for default management and for initiating penal actions where ever necessary as part of contract Management ▪ Facilitate financial literacy programme and Ensure Bank accounts are opened for all candidates within the prescribed timeframe.
Educational Qualification	MBA/Postgraduate in Rural Development/ MSW

Experience	<ul style="list-style-type: none"> ▪ Minimum 5 years of post-qualification experience in relevant fields. ▪ Must have strong interpersonal skills and the ability to work in the area of community engagement. ▪ Experience in coordination with partners, CBOs and field staff ▪ Working experience in government projects/skill or rural development assignment would be given preference ▪ Experience in managing DDU-GKY program would be preferred.
Other Requirements	Good command in written, spoken English and knowledge of local language. Proficiency in MS Word /Excel and PowerPoint with excellent drafting and report preparation skills.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 7.21 Lakh (with a provision for annual increment based on performance)

4. Thematic Manager (IT & Biometrics)

Position overview	Thematic Manager (IT & Biometrics)
Job Description	<ul style="list-style-type: none"> ▪ Ensure biometric attendance for all candidates under training as per norms. ▪ Provide the biometric attendance list to the call center marking the priority cases for follow up and identify the reasons for shortfalls. ▪ Prepare monthly ABEAS attendance monitoring report (PIA wise batch wise attendance analysis report -) along with reason and actionable recommendations. ▪ Analyze all tickets raised by users and segregate technical and operational issues ▪ Assist users in trouble shooting of ERP system by providing proper guidance. ▪ Coordinate with ERP technical team for resolution of technical issues on ERP system ▪ Ensure timely data entry by PIA by comparing the happening on ground and reflected on portal ▪ Provide data to all thematic experts, project managers and for facilitating review meetings. ▪ Assist project manager in conduct of thematic study on 'functional efficiency of ERP system' ▪ Assist the project manager in preparation of QPPR by providing progress data of subprojects. ▪ Coordinate with MoRD and other departments of the state for API integrations. ▪ Assist in customizing the call center suits, cloud telephone system, and provide handholding support to call center functionaries on technical matters.
Educational Qualification	B-Tech/MBA/ Postgraduate in Rural Development/ MSW/MCA degree or any post-graduation in Computer science or IT
Experience	5 years of experience in IT and MIS Management Experience of working in at least one project using web based monitoring and evaluation tools/ working on web-based MIS platform preferably on livelihoods/skill development, rural poverty reduction etc.
Other Requirements	Good command in written, spoken English. Knowledge of local language preferable.

	Proficiency in MS Word /Excel and PowerPoint with excellent drafting and report preparation skills.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 7.21 Lakh (with a provision for annual increment based on performance)

5. Thematic Manager (Finance & Proposal Examination)

Position overview	Thematic Manager (Finance & Proposal Examination)...
Job Description	<ul style="list-style-type: none"> ▪ Analyze the cash flow statements submitted by the PIAs and assist in fine-tuning the same prior to sanction/revision of subprojects. ▪ Provide recommendation financial viability of the subproject proposals and adequacy of budgets to ensure quality. ▪ Orient PIA financial team on project finance through conduct of first month audit and submit the report to SRLM on the initial compliances. ▪ Review the Monthly Financial Reports from the PIAs and submit Monthly Financial Verification Reports. ▪ Prepare Annual budget estimates along with fund requirement from MoRD and matching grant from State Finance Department. ▪ Ensure timely submission of Utilization Certificates. ▪ Monitor financial literacy programmes at Training Centers and Prepare monthly shortfall report on bank account opening of candidates if any. ▪ Track the release of entitlements to the candidates and Prepare Quarterly entitlements verification report. ▪ Ensure the periodic audits of partners are conducted in time and issue alerts in case of shortfall ▪ Conduct closure audit verifications and facilitate timely financial settlement as per SOP. ▪ Conduct Quarterly financial review and submit report to the Project Manager for incorporating in the QPPR. ▪ Prepare a disbursement plan and process the payment of installment to the PIAs ensuring the utilization as per timeframe. ▪ Ensure 100% net take home Salary verification of the placed candidates as per the timeframe prescribed in SOP.
Educational Qualification	CA/ICWA/Master's in commerce/MBA Finance.
Experience	Minimum of 05 years of experience, ideally in a project related set up. Experience in Managing financial and accounting system of Government funded projects/PSUs etc.
Other Requirements	Good command in written, spoken English and knowledge of local language. Proficiency in MS Word /Excel and PowerPoint with excellent drafting and report preparation skills.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 7.21 Lakh (with a provision for annual increment based on performance)

6. Thematic Manager (Pedagogy & Learning Management)

Position overview	Thematic Manager (Pedagogy & Learning Management)...
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Job Description	<ul style="list-style-type: none"> ▪ Check the content of the participant guide/ work books etc against the learning outcome given in the Qualification packs/ curriculum of the courses to ensure quality standards. ▪ Ensure content/ translation quality of the participants' guides and workbooks. ▪ Ensure quality trainer guide with result-oriented pedagogy for Domain training, language training as well as employability modules. ▪ Ensure that all partners are using standard teaching learning materials for language training and employability modules. ▪ Coordinate between partners for development of common pedagogy and TLMs for language training and employability modules ▪ Assess the job role specific requirement of industries and align TLM as per industry needs ▪ Submit suggestion to SRLM, MoRD and SSCs for curriculum revision. ▪ Identify the potential course combination for the state and coordinate with MoRD for inclusion of the same in DDU-GKY trade combination list. ▪ Assist in designing of internal assessment system for each subproject and wetting of question papers & term assignments. ▪ Facilitate Industry engagement for internal assessments (Practical) in coordination with thematic Manager ▪ Ensure periodic internal assessment keep subproject wise/ candidate wise database for analysis and tracking of learning outcome. ▪ Empanel Guest lectures for employability training and language training ▪ Ensure timely Assessment and Certification of candidates and resolution technical issues ▪ Wetting of OJT plan of each of the batches and ensure systematic execution with clear-cut site-specific targets for learning outcomes.
Educational Qualification	<ul style="list-style-type: none"> ▪ MBA /Master's in mass communication/ Media/ any other relevant Master's degree.
Experience	<ul style="list-style-type: none"> ▪ Minimum 5 years of experience, ideally in a managing projects promotion, pedagogy & Learning Management. ▪ Working experience of in government projects/ skill or rural development assignment would be given preference
Other Requirements	Should be proficient in local language and English. Proficiency in MS Word /Excel and PowerPoint with excellent drafting and report preparation skills.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 7.21 Lakh (with a provision for annual increment based on performance)

7. Thematic Manager (Alumni, Migration Support, Placement, Retention Tracking & career Progression Tracking)

Position overview	Thematic Manager (Alumni, Migration Support, Placement, Retention Tracking & career Progression Tracking)...
Job Description	<ul style="list-style-type: none"> ▪ Schedule RTD mode Interviews by transferring the list of potential candidates to the concerned industries after career counselling and aspiration mapping/ Aptitude tests. ▪ Monitoring of batch wise OJT plan and tracking of learning outcome during OJTs (Including through site visits).

	<ul style="list-style-type: none"> ▪ Ensure proper attendance for OJT and timely upload of OJT completion certificates on ERP system. ▪ Timely Appointment tracking and interaction with candidates with the support of call center to prepare monthly batch wise apportionment reports of all subprojects. ▪ Facilitate the mission to comprehend the gap in appointments of willing candidates and issues in employments arranged by PIAs. ▪ Maintain and update job role wise data base of ready to move candidates along with CV repository. ▪ Develop linkages with employers and establish a functional system for CV referral service with the support of Call center. ▪ Establish a support system for the candidate under migration and address the grievances of candidates in placement/awaiting placements. ▪ Assess the location specific need for Migration Support Centers (MSCs), develop operation plan, monitoring framework, Monitor the functioning of MSCs, and prepare quarterly reports on functional efficiency of MSCs on major outcome/output indicators. ▪ Assist the Project manager in designing and conduct of retention and career progression studies ▪ Prepare proposal for conduct of industry connect meet, HR meet CxO meets, alumni meets etc once in a quarter and organize such events. ▪ Develop linkages with industries minimum in 10 sectors and bring in them to training centers for guest lecture. ▪ Supervise the process of desk and physical verification of placement for error free validations. ▪ Ensure 100% placement tracking by PIAs and prepare subproject wise monthly reports on shortfall in tracking by PIAs.
Educational Qualification	MBA/Postgraduate in Rural Development/ MSW
Experience	<ul style="list-style-type: none"> ▪ Minimum 5 years of post-qualification experience in skill development, placement and entrepreneurship support ▪ Working experience in government projects/skill or rural development assignment would be given preference ▪ Experience of working in DDUGKY program in essential
Other Requirements	<p>Good command in written, spoken English</p> <p>Demonstrable experience in managing employers, conducting placement drives and campus interviews</p> <p>Good working knowledge in MS office applications</p>
Age	Preferably below 40 Years.
Initial Annual CTC	INR 7.21 Lakh (with a provision for annual increment based on performance)

8. Thematic Manager (Inspection, Quality Assurance & Branding)

Position overview	Thematic Manager (Inspection, Quality Assurance & Branding)
Job Description	<ul style="list-style-type: none"> ▪ Develop Quality framework for the project implementation in the state. ▪ Review the training process based on pre-defined quality parameters for all the subprojects on quarterly basis and prepare reports ▪ Design formats for Food safety and Quality audits of the training Centers conduct annual and need based inspections as part of the grievances resolution process

	<ul style="list-style-type: none"> ▪ Analyze subproject wise non-compliances/ deviation found during Training Centre Inspections and submits periodic reports along with actionable recommendations. ▪ Assist the project manager in preparation of quarterly project performance report ▪ Develop case studies, best practices document, coffee table books etc. to bring in visibility for the project. ▪ Prepare IEC material to support the mobilisation process and information dissemination. ▪ Process documentation for knowledge Management and development of knowledge inventory. ▪ Provide guidance to the Assistant Thematic Manager IEC and Branding.
Educational Qualification	MBA/Postgraduate in Rural Development /MSW/Masters Degree in any technical/business stream
Experience	Minimum 5 years of post-qualification experience in the development sector with proven expertise in monitoring and evaluation of projects. Expertise in web-based monitoring and evaluation frameworks to track project progress against outcomes. Designing and drafting Evaluation reports
Other Requirements	Should have working knowledge of MS Office. Should be proficient in local languages and English
Age	Preferably below 40 Years.
Initial Annual CTC	INR 7.21 Lakh (with a provision for annual increment based on performance)

9. Thematic Manager (Coordination with State Skill mission, other State Skilling initiatives & Capacity Building)

Position overview	Thematic Manager (Capacity Building, Coordination with State Skill mission and other State Skilling initiatives) ...
Job Description	<ul style="list-style-type: none"> ▪ Design and conduct Training Need Analysis by canvassing primary (Stakeholder consultations) and secondary data (Project performance reports/ review/inspection reports) ▪ Prepare Capacity building Plan, Training Calendar and Training Modules. ▪ Develop Training Proposals with budget estimates and coordinate for approvals from SRLM. ▪ Organize induction Training for all stakeholders. ▪ Ensure quality of trainers and keep a database of trainers across the training centers. ▪ Coordinate with TM (learning management) for capacitating domain and non-domain trainers ▪ Verify the certificates of trainers and assist the PIAs in positioning of quality trainers ▪ Follow up ToT Certification for all the trainers in coordination with SSCs ▪ Prepare nominations for awards and recognition for the state. ▪ Assist in preparation of risk management plans and the quality risk mitigation analysis.
Educational Qualification	MBA/Postgraduate in Rural Development/MSW/Any Master's Degree in related technical/business streams

Experience	<ul style="list-style-type: none"> ▪ Minimum 5 years of post-qualification experience in field of skill development, Industry relations and placements ▪ Should have managed and organized conferences or seminars with Industry Partners or should have experience in capacity building
Other Requirements	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 7.21 Lakh (with a provision for annual increment based on performance)

10. Assistant Thematic Manager (IEC & Knowledge Management)

Position overview	Assistant Thematic Manager (IEC & Knowledge Management) will assist the Project Manager in documentation, case study preparation and IEC activities.
Job Description	<ul style="list-style-type: none"> ▪ Assist in Developing case studies, best practices document, coffee table books etc. to bring in visibility for the project. ▪ Prepare IEC material to support the mobilisation process and information dissemination. ▪ Process documentation for knowledge Management and development of knowledge inventory. ▪ Ensure programme branding in all Training Centers as per the SOP. ▪ Assist the partners in maintaining standards and protocols in publication IEC materials. ▪ Assist in planning and implementation of all IEC/BCC activities
Educational Qualification	MBA/MSW/Any Master's Degree
Experience	<ul style="list-style-type: none"> ▪ Minimum 03 years of experience. ▪ Experience of working in documentation in large scale Education/ Livelihoods/ Skill Development/Capacity Building programme will be given preference.
Other Requirements	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 4.69 Lakh (with a provision for annual increment based on performance)

11. Assistant Thematic Managers (Finance)

Position overview	Assistant Thematic Manager (Finance) will assist in finance management, financial settlement and also in web based outcome monitoring.
Job Description	<ul style="list-style-type: none"> ▪ Assist in Conduct of periodic audit verifications. ▪ Assist in cash flow analysis of subprojects on sanction and tracking the same during implementation in case the it is required as per project norms. ▪ Assist in financial monitoring of the project. ▪ Assist in processing of installment releases and other payment to vendors. ▪ Assist in final financial settlement and closure of projects ▪ Assist in preparing background note and data for litigations ▪ Conduct net take-home salary verification of candidates in placement

Educational Qualification	MBA/MSW/Any Master's Degree. Candidates with commerce & accounting at secondary or graduation level or specialization in finance or accounting at post-graduation level will be given preference.
Experience	<ul style="list-style-type: none"> ▪ Minimum 03 years of experience. ▪ Experience in finance and accounts preferably in project settings
Other Requirements	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 4.69 Lakh (with a provision for annual increment based on performance)

12. Assistant Thematic Managers (Operations)

Position overview	Assistant Thematic Managers (Operations) shall provide assistance for mobilization, data base creation, monitoring the programme through call centre/ERP system and primary and secondary data analysis.
Job Description	<ul style="list-style-type: none"> ▪ Work under the guidance of Project Manager in designing and conduct of thematic studies and data analysis. ▪ Assist Programme Manager in tracking of deliverables under TSA assignment, preparation of monthly deliverable reports and follow up for meeting deadlines as per SOP. ▪ Assist in preparation of periodic work plans and micro plan for priority deliverable. ▪ Assist the programme Manger in progress/ compliance data analysis and preparation of Quarterly Project Performance Report ▪ Assist in Management of multipurpose call center for career counselling, job referral services and grievance redressal. ▪ Maintain and analyze periodic transactional data of the call center. ▪ Facilitate desk verification of placement. ▪ Assist for Data management on ERP portal. ▪ Assist in all concurrent monitoring activities of the project. <p>[Above given tasks will be distributed among the Assistant Thematic Managers (Operations) based on their experience and educational background after selection]</p>
Educational Qualification	MBA/MSW/Any Master's Degree.
Experience	<ul style="list-style-type: none"> ▪ Minimum 03 years of experience. ▪ Experience in working with large scale Education/ Livelihoods/ Skill Development/ Capacity Building programmes. ▪ Experience in Research/data analysis, Monitoring and evaluation, community mobilization also will be considered.
Other Requirements	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
Age	Preferably below 40 Years.
Initial Annual CTC	INR 4.69 Lakh (with a provision for annual increment based on performance)

13. District Managers.

Position overview	District Managers shall be responsible for programme monitoring through
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	field verifications and coordination with various stakeholders at the ground. District Mangers shall be positioned at the District head quarters or at regional level (Thiruvananthapuram, Kochi & Kozhikode)
Job Description	<ul style="list-style-type: none"> ▪ Assist the PIAs in mobilisation of candidates with a strategy for saturation of coverage in priority target audience and locations in the district. ▪ Assist in organizing industry linkage events at the district and field level. ▪ Coordinate with Kudumbashree SHG network, through district mission to create and maintain a data base of unemployed rural youth. ▪ Coordinate with Programmer call centre for providing career counselling and guidance to unemployed ▪ Conduct all verifications as part of field monitoring and triangulation of outputs.
Educational Qualification	MBA/MSW/Any Master's Degree.
Experience	<ul style="list-style-type: none"> ▪ Minimum 03 years of experience. ▪ Experience in working with large scale Education/ Livelihoods/ Skill Development/ Capacity Building programmes. ▪ Experience in Monitoring and evaluation, community mobilization also will be considered.
Other Requirements	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
Age	Preferably below 35 Years.
Initial Annual CTC	INR 4.45 Lakh (with a provision for annual increment based on performance)

14. Support Executive (MIS)

Position overview	Support Executive (MIS) will assist in generation of reports from the ERP system and also in offline and online data management.
Job Description	<ul style="list-style-type: none"> ▪ Assist in data management and cross verification of the same with the field verification reports ▪ Assist in generation of periodic reports from MIS/ERP system and analysis of data ▪ Coordinate with field level institutions for periodic data update on the system ▪ Data cleaning through cross checking the data on portal to ensure data consistency. ▪ Coordinate with State Programme Management units for timely approvals on ERP system, generation of samples etc
Educational Qualification	Any Computer/IT Graduate (BCA/BIT/BSc IT/B-Tech Computer Science or equivalent)
Experience	<ul style="list-style-type: none"> ▪ Minimum of 02 years of relevant experience.
Other Requirements	Candidate must be conversant with MS Outlook, MS Word, MS Excel, MS PowerPoint, Database Management
Age	Preferably below 35 Years.

Monthly Consolidated Remuneration	INR 25,000 (with a provision for annual increment based on performance)
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15. Support Executive (Finance and Accounts)

Position overview	Support Executive (Finance and Accounts) will assist in Book keeping and Accounts and finance data management.
Job Description	<ul style="list-style-type: none"> ▪ Assist in Book keeping and Accounts ▪ Assist in financial verification ▪ Coordination with finance cadres of field implementing agencies for timely submission of reports and documents. ▪ Coordinate with State Programme Management Unit for approvals, sanctions and providing clarifications
Educational Qualification	Master's in Commerce/MBA Finance/ CA inter
Experience	<ul style="list-style-type: none"> ▪ Minimum 03 years of experience, ideally in a project related set-up ▪ Experience in skilling projects would be preferred
Other Requirements	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
Age	Preferably below 35 Years.
Monthly Consolidated Remuneration	INR 25,000 (with a provision for annual increment based on performance)

16. Support Executive (Placement)

Position overview	Support Executive (Placement) will assist Kudumbashree in developing business opportunities for staffing services for enhancing sustainable income generation for the rural poor trained under DDU-GKY Scheme.
Job Description	<ul style="list-style-type: none"> ▪ Facilitate Kudumbashree for developing business opportunities staffing/facility management services. ▪ Develops new contacts with various corporates/industries/Government institutions for the purpose of expanding employment opportunities through staffing services. ▪ Review and supervise the recruitment and interviewing processes as well as job-listing services for candidates.
Educational Qualification	MBA/MSW/Any Master's Degree.
Experience	<ul style="list-style-type: none"> ▪ Minimum 03 years of experience, ideally in a project related set-up ▪ Experience in skilling projects would be preferred
Other Requirements	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
Age	Preferably below 35 Years.
Monthly Consolidated Remuneration	INR 25,000 (with a provision for annual increment based on performance)

17. Call Centre Executive

Position overview	Call Centre Executive will assist in operating the call center under the scheme.
Job Description	<ul style="list-style-type: none"> ▪ Attend calls related to enrolment, grievance redressal and contact the unemployed youth from database for information dissemination and outreach under the guidance of Call center manager.

	<ul style="list-style-type: none"> ▪ Manage documentation of calls and follow up history on the web enabled system. ▪ Contact the candidates under training as well as placement for periodic feedback and data collection
Educational Qualification	<ul style="list-style-type: none"> ▪ Any graduate with Proficiency in Spoken / Written English & Malayalam
Experience	<ul style="list-style-type: none"> ▪ Minimum 02 years of relevant experience.
Other Requirements	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
Age	Preferably below 35 Years.
Monthly Consolidated Remuneration	INR 20,000 (with a provision for annual increment based on performance)

3. Disbursement of Remuneration:

Remuneration shall be disbursed on monthly basis and applicable income tax under **section 194J**.

4. Contract Period:

Appointment shall be on contract basis with NABCONS initially for a period for 11 months and extendable as per requirement and performance of the candidates. Service shall be co-terminus with the project period.

5. Travel Allowances

Candidates will be eligible for travel allowances as per the Client norms.

6. Termination of contract

First 3 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 three months' notice period on either side.

7. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from the dates of publication of the advertisement (from 11th December 2025 till 21st December midnight) by clicking on the following links and filling the details therein.

S. No	Name of the Post	Link
1	Project Manager	https://forms.office.com/r/11mc9bddcE
2	Thematic Manager (Mobilization, Counselling & Job fairs)	https://forms.office.com/r/tiG3dS3uiC
3	Thematic Manager (PIA Coordination & Development)	https://forms.office.com/r/AgYhvwtAEJ
4	Thematic Manager (IT & Biometrics)	https://forms.office.com/r/LXm0uSN2jC
5	Thematic Manager (Finance & Proposal Examination)	https://forms.office.com/r/2spqWkFWAY
6	Thematic Manager (Pedagogy & Learning Management)	https://forms.office.com/r/ZsyfjfDam
7	Thematic Manager (Alumni, Migration Support,	https://forms.office.com/r/6SzMn7d7dq

	Placement, Retention Tracking & career Progression Tracking)	
8	Thematic Manager (Inspection, Quality Assurance & Branding)	https://forms.office.com/r/EHN2xLGupr
9	Thematic Manager (Coordination with State Skill mission and other State Skilling initiatives)	https://forms.office.com/r/vB6q7cbGav
10	Assistant Thematic Manager (IEC& Knowledge Management)	https://forms.office.com/r/sg5WyDh5vt
11	Assistant Thematic Manager (Finance)	https://forms.office.com/r/qziYk8cCCc
12	Assistant thematic mangers (Operations)	https://forms.office.com/r/AM31QpjPXH
13	District Managers	https://forms.office.com/r/YeeU5zpDxh
14	Support Executive – Management Information System (State)	https://forms.office.com/r/cKXE0SUe01
15	Support Executive – Finance & Accounts (State)	https://forms.office.com/r/HjX1Pvk9P8
16	Support Executive - Placement (State)	https://forms.office.com/r/Mra2a09j9t
17	Call Centre Executives	https://forms.office.com/r/MiMjQ1Jfmu

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.

8. Instructions:

- i. Before applying, candidates should read all the instructions carefully and ensure that they fulfill 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 ONLINE through NABCONS website (www.nabcons.com). No other mode of submission of application will be accepted.
- iii. **Important Dates/ Timelines**

Last date for submission of online applications	21.12.2025 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).

9. 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 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 once rank listed.

- List of selected and waitlisted candidates for the post will be uploaded in NABCONS website (www.nabcons.com) after the selection process is completed. The validity of the selection list and waitlisted candidates will be co-terminus with the project.
- 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 eligible 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 / 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
- NABCONS reserves the right to cancel the recruitment for the captioned posts without assigning any reason at any stage.