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

NABARD Consultancy Services (NABCONS), a wholly owned subsidiary of NABARD, is India's premier consultancy and advisory service provider with focus on the strategic spheres of agriculture, rural development and allied sectors (www.nabcons.com). NABCONS invites only online applications from Indian Citizens for the 02 posts of Associate Consultants as Core Contract Staff.

1. The details of vacancy is as under:

Sr. No	Post	Vacancy	Location
1	Associate Consultant-HR	01	Corporate Office, New Delhi
2	Associate Consultant – Finance & Accounts	01	Corporate Office, New Delhi

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

Associate Consultant-HR (01 Post)	Associate Consultant – Finance & Accounts (01 Post)
i. Manpower management, recruitments, hiring, empanelment, coordination with Zonal Offices and Regional Offices , terminations, HR compliances viz, PF, Gratuity, leave management, Performance management, renewal of contracts, training, Salary management and RTI replies etc. ii. Implementation of HR policies, systems & processes in line with the aggressive growth strategy. iii. Proficient in liaising with business and vertical heads along with employees at different levels to design and implement Talent Development Strategy. iv. Possess expertise in identifying training needs across levels. v. Manage End to End Recruitment Cycle & Manpower Planning. vi. Initiating various recruitment reports, analysis and dashboards and managing & delivering them on a periodic basis. vii. Compliance of historical data for migration to new software viii. Absence Management ix. Administration and HR related data management procurement of dead stock items. x. To coordinate CSR activities of the company including project management.	i. Maintenance of accounts ii. Preparation of Financial Statements iii. Preparation and review of budget estimates iv. Handling Accounting Software (ERP) v. Responsible for the monthly /quarterly / Annual closing as well as maintenance of all accounting ledgers, review of all account reconciliations/journal entries vi. Provide accurate, timely and relevant recording, reporting and analysis of financial information vii. Keeping account books and systems up to date viii. Complying to Statutory requirements and reporting to Credit Information Companies ix. Preparation of Bank Reconciliation statements x. Computation and payment of applicable taxes e.g. GST,PF,TDS, Income Tax and filing of returns xi. Coordination for various types of audit, etc. xii. Recording Receipts and Payments xiii. Attend to work related to invoicing/income booking, review of sundry debtors

xi. Develop programme, retention strategies and attrition management xii. Any other work as assigned from time to time.	xiv. Managing staff/vendor payments, related entries in Bank Portal xv. Funds management and investment of surplus funds in various instruments maintenance of records of investments. xvi. 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:

Associate Consultant-HR (01 Post)	Associate Consultant – Finance & Accounts (01 Post)
Minimum Criteria	
• Regular Graduate in any subject with minimum 60% or equivalent grade points in CGPA from reputed institution and • Regular MBA or PGDM or equivalent in HR with major subject as HR/Industrial relations from reputed management institution with minimum 55% or equivalent grade points.	• Bachelor of Commerce/Bachelor of Commerce (Honours) with minimum 60% or equivalent marks in CGPA from a reputed institution and ; • Should possess CA/CFA/ICWA/MBA-Finance/M.Com qualification having registration with ICAI/ICWA or equivalent
Experience	
• The candidate should have minimum 3 years of post-qualification experience handling HR matters in HR department of an established organization/Public sector /Banking and Finance Sector.	• At least three years of experience, post CA/CFA/ICWA/MBA-Finance/M.Com qualification, in Accounts, preparation of financial statements and Balance Sheet, direct and indirect taxation etc. in a reputed organisation. • Work experience in various types of accounting software such as ERP, Tally etc.
Other Skills/ competence required	
• Candidates should have good written and oral business communication skills & analytical skills. • Candidate should be a team player, must be energetic and must have excellent presentation skills. • Candidate should have knowledge of practical use of tools such as MS Office, including advanced Excel features for day-to-day functioning. • Candidate should have problem-solving skills. • Candidate should have an eye for accuracy and attention to detail.	• Proficiency in reading, writing and speaking in English and Hindi • The Candidate should have excellent knowledge of MS Office with proficiency in MS Excel & power point. • Candidate should have an eye for accuracy and attention to detail.

3. Remuneration:

Position wise remuneration for the posts is as under:-

S. No.	Post	Consolidated monthly remuneration*
1	Associate Consultant-HR	As per NABCONS Policy and Industry Standards
2	Associate Consultant – Finance & Accounts	As per NABCONS Policy and Industry Standards
* - Remuneration would be considered 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 31 October 2026)
Associate Consultant-HR	Preferably below 35 years
Associate Consultant – Finance & Accounts	Preferably below 35 years

5. Contract Period:

- This vacancy is for Core Contract Staff. The Core Contract Staff of NABCONS manage multiple assignments and their tenure of service is full-time in nature. Further, Core Contract Staff of NABCONS are eligible for benefits such as Provident Fund, Gratuity, Leave Encashment and other benefits.
- Your engagement with NABCONS would be continuous in nature and will be renewed annually based on your performance. After completion of first year of service, your contract will be renewed for another one year and then annually in a block of 3 years.
- The Core Contract staff of NABCONS is subject to quarterly performance review in the first & Second year of engagement, followed by annual performance review in succeeding years.

6. Termination Clause:

NABCONS may terminate the contract at any time without prior notice and without providing any reason thereof. However, in normal course, NABCONS may terminate the engagement by giving one (01) month notice in advance within the contract period.

7. Selection Process:

i. The candidates shortlisted as per the eligibility criteria may be subjected to a qualifying written test, if required & followed by Personal Interview.
ii. Place 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 07 days by clicking on the following links and filling the details therein from 02 November 2026 to 09 November 2026.

Position	Link to Apply
Associate Consultant-HR	https://forms.cloud.microsoft/r/9mMYzF5NkT

Associate Consultant – Finance & Accounts	https://forms.cloud.microsoft/r/T3N3VRzFLL

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.

Applications submitted successfully will only be considered.

9. Instructions:

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 ONLINE 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) or Naukri.com. No other mode of submission of application will be accepted.

Important Dates/ Timelines

Last date for submission of online applications	**09 November 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:

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 candidates appointed shall be Corporate Office, New Delhi. Candidates, however, liable to be posted at any other Office or Unit of NABCONS in India or abroad ln future, depending on the official 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). 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.

Advt. Ref. No. NABCONS/CO-HR/24/CCS/2026 -27 Dated : 02 November 2026