



NABFOUNDATION

Recruitment of Senior Project Assistant - IT

Date of Advertisement: 15th November 2022

Last Date for submission of applications: 15th December 2022

NABFOUNDATION, through this advertisement is seeking to hire a suitable candidate for the post of **Senior Project Assistant – IT**

NABFOUNDATION, a **Subsidiary of NABARD** is registered as a Section 8 company, fully owned by the National Bank for Agriculture and Rural Development (NABARD) India's apex level institution in the field of rural development. The Foundation has been set up to design and execute development projects across the country either on its own or in association with other stakeholders like civil society organizations, start-ups and CSR units of public and private sector corporates.

The Foundation seeks to hire a suitable candidate who **can handle IT related work for the company**. The Senior Project Assistant will have to oversee **all IT related issues in addition to** any other job responsibilities assigned to him/her.

1. JOB PROFILE: The primary duties and responsibilities of the Senior Project Assistant-IT shall be as follows:

- i. Website maintenance and upgradation, development/overseeing the development of **MIS applications** for projects, hiring and selection of agencies for designing website and applications wherever required; follow up **for grounding of all IT related projects**; networking with Regional Offices for data uploading/ collation wherever required; revamping of the NF website periodically and all IT related activities in the Foundation.
- ii. In addition, the staff member may be asked to take up any other activities, not enumerated above.

2. ELIGIBILITY CRITERIA

a. Educational Qualifications: 4 Year Engineering Degree or equivalent in **CSE / IT / Computer Applications** from reputed institution with minimum 50% or equivalent marks.

b. Experience:

- i. Minimum 5 years of experience preferably in a reputed and relevant **NBFCs/ large sized NGOs/ MFIs/ civil society organizations/Start-Ups or other similar organizations**



- ii. Experience of handling websites and IT work of organizations in the development sector will carry additional weightage.

c. Age: Candidate should have a minimum age of 28 years and maximum of 50 years as on date of advertisement.

3. OTHER CRITERIA

- i. Proficiency in reading, writing and speaking English.
- ii. Experience in handling projects in the development sector will be an added advantage.

4. PLACE OF POSTING

- i. The place of posting for the present will be **Mumbai**;
- ii. The position may involve travel and the candidate must be willing to travel at short notice across the country;
- iii. Depending upon administrative requirements of **NABFOUNDATION**, the candidate may be placed anywhere in the country in future.

5. REMUNERATION

- i. **Candidate will be paid a monthly consolidated salary of Rs. 80,000.00.** However, the final salary offer will depend upon last pay drawn, education and experience of the candidate.
- ii. There will be a provision of annual hike of **upto maximum 10% subject** to outstanding performance.
- iii. Travelling and related expenses while on tour will be over and above the salary.

6. OTHER FACILITIES

- i. A total yearly leave of 30 days in a contract year on proportionate basis. Any absence beyond the above period will be treated as leave without pay and the remuneration payable will be reduced to that extent. The leave shall be earned on pro-rata basis in a calendar year and shall not be allowed to carry forward to next contract year. Leave rules are applicable as per extant HR Policy of the Foundation.
- ii. Staff on Contract shall not be entitled to any superannuation benefits viz. Provident Fund, Pension, Gratuity, etc;
- iii. No Residential accommodation will be provided by the Company;
- iv. Employee Benefits and Allowances: **Rs. 2000 will be reimbursed** towards mobile usage charges and meal expenses on a monthly basis.

7. CONTRACT PERIOD

- i. The candidate will be appointed on contract basis initially for a period of **THREE** years which may be extended by **TWO** Years (One year at a time) subject to outstanding performance;
- ii. The appointment shall be subject to review of performance on a yearly basis. The Company may terminate the contract of service in case the performance is found to be unsatisfactory during the period of Contract on the basis of a yearly review;
- iii. Termination of Contract will be by giving TWO Month Notice by either party or payment by the candidate in lieu of notice period of TWO Months.

8. HOW TO APPLY

- i. Interested candidates may submit their applications on the link given below:
<https://forms.gle/jcoEiLJ9FXhiNDqM8>
- ii. Last date for submission of application: **15th December, 2022**

9. GENERAL INFORMATION

- i. The candidate's engagement with **NABFOUNDATION** will be in the nature of a contractual employment and she/he shall have, at no point of time, any right to claim regular employment in the Organisation.
- ii. Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for an interview, the traveling cost for which will have to be borne by the candidate only.
- iii. Self-attested copies of educational qualifications and experience certificates will be compulsorily submitted at the time of the interview. Original documents will be required for the verification.
- iv. **NABFOUNDATION** reserves the right to call only the requisite number of candidates for interview after preliminary screening/shortlisting with reference to the candidate's qualification, suitability, and experience, etc. Mere satisfaction of the eligibility criteria does not entitle a candidate to be called for the interview.
- v. Applications received after the due date and time shall not be entertained and will be summarily rejected. No further correspondence will be entertained in this regard.
- vi. **NABFOUNDATION** reserves the right to cancel the recruitment for the captioned post without assigning any reason thereof.

