



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

**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	District Managers - Kollam & Pathanamthitta	1	Thiruvananthapuram
2	Manager - Call Centre & Career Counselling Unit	1	Thiruvananthapuram
3	Career Counsellors	4	Thiruvananthapuram
4	Support Executive (Placement)	1	Thiruvananthapuram

The District Manger shall be required to extensively travel to the districts and perform both desk and field level activities. Positons 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.**

**2.1 District Managers**

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

## 2.2 Manager - Call Centre & Career Counselling Unit

<b>Position overview</b>	Manager - Call Centre & Career Counselling Unit shall be responsible for operation of the multipurpose call centre & Career Counselling Unit, Data Management, Data Analysis, periodic reporting
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Lead the team consisting of call center executives and career counselors positioned in the multipurpose call center cum career counselling unit under the guidance of Thematic Manger Mobilisation.</li> <li>▪ Coordinate with TSA District managers, Kudumbashree district offices and other institutions for creating a database of the unemployed rural poor youth.</li> <li>▪ Allocate works to the call centre executives and career counsellors.</li> <li>▪ Ensure and curate the data base of various activities undertaken by the multipurpose call-center for future analysis.</li> <li>▪ Assist the project managers in data collection for various thematic studies.</li> <li>▪ Prepare monthly report of the tasks accomplished by the multipurpose call center cum career counselling unit</li> <li>▪ Supportive supervision to the career counselors to ensure quality of counselling through call barging.</li> <li>▪ Prepare Data tables of feedback surveys of candidates in training/placement and surveillance on batch freezing, batch</li> </ul>

	<p>closure, appointment, placements, placement support release, placement retention etc. Provide systematically arranged data sets to the Project Manger for preparation of situational analysis report from this surveillance data to facilitate effective concurrent evaluations.</p> <ul style="list-style-type: none"> <li>▪ Assist the thematic manager (mobilization) for strengthen the centralized mobilization and career counselling system.</li> <li>▪ Make arrangement for attending the grievance from various stakeholders regarding DDU-GKY project, refer the complaint to concerned officers and follow up with through emails/calls ensure time bound replies/resolution.</li> <li>▪ Maintain a system for tracking of calls received in the call centre, its referral pathways and final closure for a meaningful outcome.</li> </ul>
<b>Educational Qualification</b>	MBA/MSW/Any Master`s Degree.
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum 03 years of experience.</li> <li>▪ Experience in working with large scale Education/ Livelihoods/ Skill Development/ Capacity Building programmes.</li> <li>▪ Experience in Monitoring and evaluation, community mobilization also will be considered.</li> </ul>
<b>Other Requirements</b>	<p>Should possess good working knowledge of MS-Office  Should be proficient in local languages and English  Should possess data management and reporting skills</p>
<b>Age</b>	Preferably below 35 Years
<b>Initial Annual CTC</b>	INR 4.45 Lakh (with a provision for annual increment based on performance)

### 2.3 Career Counselors

<b>Position overview</b>	<p>Career counselors have to reach out the unemployed youth by tele-calling to understand their aspirations, provide career counseling, facilitate online aptitude tests and provide guidance for enrolment under DDU-GKY Programme.</p>
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Reach out the unemployed youth through the call centre and provide career counselling services based on their aspirations.</li> <li>▪ Follow each cases and facilitate for enrolment in training centres under DDU-GKY.</li> <li>▪ Keep track of appointment, placement retention and career progression. Systematically arrange data sets on admission conversion rates, course/batch wise appointment rates, retention rates and career progression rates to enable a dynamic concurrent outcome monitoring system for DDU-GKY in the state.</li> <li>▪ Manage documentation of calls and follow up history on the web enabled system.</li> <li>▪ Assist for data collection for thematic studies as part of concurrent evaluation of the DDU-GKY Programme.</li> </ul>
<b>Educational Qualification</b>	MBA/MSW/Any Master`s Degree.
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum 03 years of experience in development projects/educational institutions.</li> <li>▪ Experience in working with large scale Education/ Livelihoods/ Skill Development/ Capacity Building programmes, Monitoring</li> </ul>

	and evaluation, community mobilization etc will be considered.
<b>Other Requirements</b>	Should be proficient in local language and English
<b>Age</b>	Preferably below 35 Years
<b>Initial Annual CTC</b>	INR 3.36 Lakh (with a provision for annual increment based on performance)

#### 2.4 Support Executive (Placement)

<b>Position overview</b>	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.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Facilitate Kudumbashree for developing business opportunities staffing/facility management services.</li> <li>▪ Develops new contacts with various corporates/industries/Government institutions for the purpose of expanding employment opportunities through staffing services.</li> <li>▪ Review and supervise the recruitment and interviewing processes as well as job-listing services for candidates.</li> </ul>
<b>Educational Qualification</b>	MBA/MSW/Any Master`s Degree.
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum 03 years of experience, ideally in a project related set-up</li> <li>▪ Experience in skilling projects would be preferred.</li> </ul>
<b>Other Requirements</b>	Should possess good working knowledge of MS-Office Should be proficient in local languages and English.
<b>Age</b>	Preferably below 35 Years.
<b>Initial Annual CTC</b>	INR 3.0 Lakh (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

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 three (03) months' notice in advance within the contract period.

#### 7. How to Apply:

Interested candidates may apply online in the prescribed format within 8 days from the dates of publication of the advertisement (from 6<sup>th</sup> July 2026 till 12<sup>th</sup> July 2026 midnight) by clicking on the following links and filling the details therein.

Sl. No	Positions	Link to apply
1	District Managers - Kollam & Pathanamthitta	<a href="#">Application for the post of District Managers (1 Post) -2026 – Fill out form</a>
2	Manager - Call Centre & Career Counselling Unit	<a href="#">Application for the post of Manager Call Centre and Career Counselling (1 Post)-2026 – Fill out form</a>
3	Career Counsellors	<a href="#">Application for the post of Career Counselors (4 Posts)-2026 – Fill out form</a>
4	Support Executive (Placement)	<a href="#">Application for the post of Support Executive (1 Post) -2026 – Fill out form</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.

#### 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**

<b>Last date for submission of online applications</b>	<b>12<sup>th</sup> July 2026 Midnight</b>
<b>NABCONS reserves the right to make change in the dates indicated above.</b>	

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](http://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 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 / 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.