



NABCONS
NABARD Consultancy Services
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(An ISO 27001:2022 & 9001: 2015 Company)

Requirement of 04 positions as Project Based Contract Staff under the project “Programme Management Unit (PMU) for assistance in procurement of vaccines and ear tags activities in the Livestock Health Division Department of Animal Husbandry & Dairying)

NABARD Consultancy Services (NABCONS) is a wholly owned Company of NABARD and a leading consultancy organization in the field of agriculture and rural development (www.nabcons.com). NABCONS invites **ONLY ONLINE** applications from Indian Citizens for 04 positions on contract basis as Project Based Contract Staff under the project “Programme Management Unit (PMU) for assistance in procurement of vaccines and ear tags activities in the Livestock Health Division Department of Animal Husbandry & Dairying”

2. Details of vacancy and Place of Posting:

Sr. No.	Post	Vacancy	Place of posting
1	Procurement Expert	1	Delhi
2	Finance & Accounts Expert	1	Delhi
3	Senior Consultant	1	Delhi
4	Junior Consultant	1	Delhi

3. Desired educational qualification, experience and remuneration details are given below:

Designation	Qualification/ Experience + Expertise
Procurement Expert	• MBA (Finance) or equivalent • Minimum 5 years’ experience in Government procurement. • Experience in operating GeM & CPP portal. Tender document preparation, bid processing, work order issuing, contract management etc.
Finance & Accounts Expert	• CA/ICWA/MBA (Finance) or equivalent • Minimum 5 years’ experience in Government procurement and contract management. • Experience in invoice verification, Bill processing, government accounting. • Responsible for assisting with payment recommendation.
Senior Consultant	• MBA/PGDM or equivalent from a reputed and recognised university or institution. • Minimum 5 years’ experience in Project Management/Logistics Operations would be preferred • Experience in Agriculture & Allied sector would be preferred. • Knowledge of IT applications is desirable. • Experience in Govt. scheme monitoring and experience in report • Compilation and interpretation of data would be preferred

Junior Consultant	• MBA/PGDM or equivalent from a reputed and recognised university or institution. • Minimum 2 years' experience • Relevant Experience in Government PMU • Knowledge of IT applications is preferred • Relevant experience in Agriculture & Allied sector is preferred • Knowledge of managing Logistics is preferred
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4. Scope of work

The PMU should be a reputed PAN India organization with extensive experience in project development, management, financing, implementation, monitoring of large government programs and development projects. The primary objective of the PMU is assisting the DAHD for timely, transparent, and efficient procurement and supply of vaccines and ear tags by extending specialized support in:

A. Procurement Planning and Requirement Assessment

- i. Collect, compile, and analyse annual/seasonal requirements of vaccines, ear tags, applicators, and related materials from all States/UTs.
- ii. Validate the data and assess demand trends for accurate forecasting.
- iii. Prepare consolidated requirement plans for approval of the competent authority.
- iv. Support States/UTs in demand estimation.

B. Tender Preparation and Bid Management

- i. Draft complete tender documents (RFP, GeM Bid, CPPP NIT, technical specifications, eligibility criteria, evaluation methodology, contractual terms).
- ii. Ensure alignment with GFR, GeM/CPP Guidelines, CVC guidelines, and Departmental procurement procedures.
- iii. Coordinate internal approvals and upload/floating of bids on GeM Portal or CPP Portal.
- iv. Manage bid timelines, pre-bid meetings, corrigenda, bidder communication, and query responses.
- v. Provide technical support in tender evaluation:
 - Preliminary scrutiny
 - Technical evaluation against specifications
 - Financial bid analysis
 - Preparation of evaluation reports and recommendations.

C. Support on GeM Portal and CPP Portal

- i. Manage complete procurement workflow on GeM/CPP Portal including:
 - Bid creation
 - Technical specification uploads
 - Vendor verification
 - Evaluation panel management
 - Award of contracts / placement of orders
- ii. Ensure compliance with all digital procurement rules.
- iii. Maintain documentation and version control as per audit requirements.

D. Assist in Quality testing of vaccines

- i. Liaise with State/UT authorities for availability of sero-negative calves for testing of FMD vaccine
- ii. Liaise with Designated laboratories for testing of vaccines and ear tags.
- iii. Assist in sampling of vaccines and ear tags for quality testing.
- iv. Result compilation of QC testing of vaccines and ear tags.

E. Delivery of vaccines

- i. Collect the focal point details from the State/UT authorities for delivery of vaccines.
- ii. Prepare a delivery plan as the availability of quality tested vaccines.
- iii. Confirm the delivery of vaccines from manufacturers warehouse

F. Contract Management, Invoice Verification, and Payment Facilitation

- i. Verify invoices submitted by manufacturers/vendors through GeM or departmental channels.
- ii. Cross-check quantities and PO terms, and delivery compliance.
- iii. Liaise with State/UT authorities for confirmation of supplies as per issued procurement order in good condition maintaining required cold chain conditions and inspection reports.
- iv. Prepare payment recommendations after financial due diligence.
- v. Coordinate upload of payment advice, PFMS processing, and closure of transactions.
- vi. Maintain an audit-ready record of all contract and payment activities.

G. Monitoring, Reporting, and MIS

- i. Develop and maintain dashboards for tracking procurement status, deliveries, payments, and contract performance.
- ii. Prepare periodic reports (weekly, monthly, quarterly) for internal and external stakeholders.
- iii. Support review meetings, presentations, and programme monitoring exercises.
- iv. Maintain complete documentation including tender files, correspondences, and approval notes.

Any Other Tasks Any other procurement-related work assigned by the Department in line with programme objectives

5. Professional Fees

- i. Candidate will be paid consolidated professional fees based on the experience, educational qualification and overall suitability of the candidate for the above-mentioned post.
- ii. Salary will be commensurate based upon experience and last drawn salary.
- iii. The candidates will be liable for tax liabilities under section 393 (I) [sr.no6(iii).D(b)] of the Income Tax Act & Rules in force and the tax will be deducted at source.

6. Contract Period

The Project Based Contract Staff (PBCS) would be hired on contract basis initially for a period till 15 June 2027, which may be extended based on the requirement of the project and performance or will be co-terminus with the project period.

7. 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.

8. How to Apply

Interested candidates may apply online in the prescribed format within 05 days from 12th August 2026 to 16th August 2026 by clicking links and filling the details therein:

Sr. No.	Post	Link to apply
1	Procurement Expert	https://forms.cloud.microsoft/r/TZPMJ04jcu
2	Finance & Accounts Expert	https://forms.cloud.microsoft/r/x9SnnzPR23
3	Senior Consultant	https://forms.cloud.microsoft/r/4iLSwNLNKS
4	Junior Consultant	https://forms.cloud.microsoft/r/6eT9wyjJVW

In case the above links does not work, you may also copy and paste the link in your web browser and fill the details therein.

Instructions

- i. 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.
- ii. Candidates are requested to apply only ON-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	16th August 2026 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 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 online form with respect to the education qualification and experience. Self-attested copies of education qualifications and experience certificates are to be compulsorily submitted at the time of the interview. Original documents would be required for verification.
- Place of posting of the posts will be as per the locations mentioned in Section 2 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 post 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 eligibility 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 post without assigning any reason at any stage.