

Recruitment of Assistant Manager for handling IT and HR related work

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

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 needs to have a suitable candidate who **can handle IT and HR related work for the company**. The Assistant Manager will have to oversee **all IT related issues in addition to** any other job responsibilities **in the HR domain** which have been enumerated in this advertisement.

1. JOB PROFILE: The primary duties and responsibilities of the **Assistant** Manager shall be as follows:

- i. **IT:** Designing RFP for NF website and MIS apps, hiring and selection of agencies for designing website and applications; follow up **for grounding of all IT related projects**; development of **MIS applications**, Website maintenance; networking with Regional Offices for data uploading/ collation wherever required.
- ii. **HR :** Development of a suitable HR policy ; Hiring suitable candidates (through online and on-ground options) with background of social work and field level experience of executing development projects; Developing suitable staff supervision and monitoring systems with focus on performance assessment; Outlining the training requirements of **NABFOUNDATION** staff and networking with organizations which can provide the same; Reviewing the staff requirements and making recommendations about future requirements based upon the growth of the company ; Developing industry linked parameters for leave, perks, allowances etc.; Taking up corrective action in case of non-compliance of duties by staff.
- iii. In addition the staff member may be asked to take up any other activities related to IT and HR, not enumerated above.

2. ELIGIBILITY CRITERIA

a. Educational Qualifications: 4 Year Engineering Degree or equivalent in CSE / IT / Computer Applications ALONG WITH MBA (HR) from reputed institution with minimum 50% or equivalent marks in CGPA.

b. Experience:

- i. Minimum 5 years of experience preferably in a reputed and relevant NBFCs/ large sized NGOs/ civil society organizations/Start-Ups or any other type of organizations in the development sector.
- ii. Experience of handling websites and IT work of organizations in the development sector will carry additional weightage.

- iii. Strong familiarity with HR systems running on Information Technology platform
- iv. Experience of hiring staff using a mix of hiring mediums like press, online and social media.

c. Age: Candidate should have a minimum age of 30 years and maximum of 50 years as on date of advertisement.

3. OTHER CRITERIA

- i. Proficiency in using tools such as MS Office (specifically in Excel) and other computer related functions for day-to-day functioning;
- ii. Proficiency in reading, writing and speaking English.

4. PLACE OF POSTING

- i. The place of posting for the present will be **Mumbai**;
- ii. The position involves frequent travel and the candidates 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. 1.00 Lakh.** However, the final salary offer will depend upon last pay drawn and education and experience of the candidate.
- ii. There will be a provision of annual hike of up **to 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 provided that not more than 07 days of leave may be availed at a stretch and that Saturday/Sunday/holiday may not be combined in such a way that total absence of any one occasion exceeds 10 days (including intervening holidays/Saturday/Sunday), if any. Leave will however be granted subject to exigencies of work. 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;
- 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 half 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 half 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 mail their CV along with application in the prescribed format (**Annexure** to this advertisement) **to:**
nabfoundation@nabard.org.
- ii. Last date for receipt of applications: **10th March, 2020**

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, a 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.

ANNEXURE

FORMAT FOR APPLICATION

FULL NAME	
ADDRESS	
GENDER	
DATE OF BIRTH	
CONTACT NOS	
EMAIL	
EDUCATIONAL QUALIFICATIONS	
EXPERIENCE	
CURRENT/ LAST PAY DRAWN	

UNDERTAKING:

- I certify that all of the information provided by me in this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.
- In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option.
- I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company.

Signature

Place:

Date: