



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

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**Recruitment of Graphic Designer (01 Post) as Project Based Consultants at Corporate Communication Department NABARD HO**

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](http://www.nabcons.com)). NABCONS invites **ONLY ONLINE** applications from Indian citizens for the post of **Graphic Designer (01 Post)** as Project Based Contract Staff (PBCS) at Corporate Communications Department (CCD), NABARD Head Office.

**A. Details of vacancies and place of posting**

Post	Vacancy	Place of posting
Graphic Designer	01	Mumbai

**B. Key Responsibilities**

S.No	Posts	Key Responsibilities
i.	Graphic Designer	<ul style="list-style-type: none"><li>• Creating powerful PPTs with infographics</li><li>• Create logos, advertisements, hoardings, posters, and other design collateral using Adobe photoshop/Adobe Illustrator, Dreamweaver, PowerPoint, online photo editing tools, etc.</li><li>• Create design and layout for books, brochures, leaflets, newsletter, etc.</li><li>• Conceptualize and design collateral for events, exhibitions, workshops and seminars</li><li>• Create artworks for social media, website, e-learning content, mailers, advertisement, poster, logo and other print works</li><li>• Edit/shorten films on successful projects of NABARD without affecting the original content/message</li><li>• Edit/enhance pictures for different publications, collaterals and media</li><li>• Manage digital content available in Corporate Communications Department including classification, storage, retrieval and back-up of content</li><li>• Take up any other Corporate Communications related work assigned by NABARD from time to time</li><li>• Any other work as assigned from time to time</li></ul>

ii. **Eligibility Criteria**

<b>Criteria</b>	<b>Details</b>
	<b>Graphic Designer</b>
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree in any stream or Diploma in Designing/Graphics Designing/Animation &amp; Multimedia</li><li>• Preference will be given to candidates with certificate/diploma in Designing/Graphics Designing/Animation &amp; Multimedia</li></ul>
<b>Experience</b>	The candidate should possess at least 3 years of work experience in the relevant field (At least one year experience with a banking/financing institution would be preferred)
<b>Other Criteria</b>	<ul style="list-style-type: none"><li>• Proficiency in MS Office especially MS Powerpoint</li><li>• Proficiency in English &amp; Hindi language</li><li>• Knowledge of Designing Software such as Adobe photoshop/Adobe Illustrator, Dreamweaver, PowerPoint, online photo editing tools, etc</li></ul>

C. **Age Criteria:**

<b>Category</b>	<b>Age (as on 01 April 2023)</b>
Graphic Designer	Maximum 45 years

D. **Remuneration:**

Candidates shall be paid consolidated monthly remuneration based on the experience and educational qualification as under:

<b>Category</b>	<b>Range of remuneration (per month)* u/s 194 of the IT Act</b>
Graphic Designer	Rs. 80,000/- per month

\*An annual increment shall be provided basis performance review.

Tax liabilities wherever applicable, will be deducted at source as per Income Tax Rules in force. Management reserves the right to alter/modify/change the system of compensation.

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### E. Other Facilities:

In addition to the remuneration as mentioned above other facilities as under will also be provided:

S.No.	Particulars	Eligibility Chief Information and Technology Officer
A.	<b>Allowances</b>	
i	Halting/travelling and conveyance	Reimbursable on actuals as per NABCONS policy
ii	Permissible absence (other than Saturday/ Sunday/ holiday)	12 days of Casual Leave (CL) during the calendar year

**Note:** Other than the above, the consultants are not eligible for any other facilities/allowance like leave encashment, performance bonus, leave travel concession, etc.

### F. Contract Period:

The Consultants will be appointed on contract basis initially for a period of one year which may be extended based on one more year performance or will be co-terminus with the project period.

### G. Termination of contract

Initial 01 months will be probation period during which NABCONS shall have the right to terminate the services of the individual without any notice period or assigning any reason. Thereafter, the contract is terminable by giving 01 months' notice period on either side as per NABCONS policy.

### H. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 04 April 2023 to 13 April 2023 by clicking on the following links and filling the details therein:

Position	Link to Apply
Graphic Designer	<a href="https://forms.office.com/r/CmAnv6LiWP">https://forms.office.com/r/CmAnv6LiWP</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.

### 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.
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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**

<b>Last date for submission of online applications</b>	<b>13 April 2023</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).

**I. General Information**

- Only Shortlisted candidates will be called for the skill test & interview. 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 Microsoft 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.
  - Place of posting will be as per the location mentioned in Section A above
  - 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 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 / 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.
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- 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 posts without assigning any reason at any stage.
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