

Subject: Hiring of Consultant in NBCFDC - reg.

National Backward Classes Finance & Development Corporation (NBCFDC) is a Govt. of India undertaking under the aegis of Ministry of Social Justice & Empowerment, Govt. of India, working for the upliftment of economic status of the poor amongst the Backward Classes by providing concessional financial assistance to the target group through the Channel Partners, Regional Rural Banks (RRBs) and Public Sector Banks (PSBs). The Corporation additionally undertakes Skill Development and other promotional activities for its target groups as defined by Government from time to time.

Corporation is handling multiple schemes, namely SEED Scheme, CSR activities Bharat-TULIP and other DoSJE schemes. The implementation of these schemes involves continuous coordination with the Ministry of Social Justice & Empowerment, implementing agencies, academic institutions, beneficiaries and other stakeholders, along with regular monitoring, reporting, documentation, financial processing, portal management and resolution of queries/grievances.

Corporation is looking for Consultant from Open Market, purely on contract basis initially for a period of 01year which can be curtailed or extended on sole discretion of Competent Authority on the basis of the performance of the Consultant.

Key Responsibilities:

- Overall implementation, supervision and monitoring of the assigned schemes/projects
- End-to-end handling, coordination and execution of all activities related to the assigned schemes/projects, including planning, implementation, monitoring, review, and timely completion of assigned tasks
- Ensuring compliance with the approved scheme guidelines, instructions issued by the Ministry of Social Justice & Empowerment and directions of the Competent Authority
- Coordination and liaison with various stakeholders, including the Ministry, Government departments, implementing agencies, academic institutions, universities, beneficiaries and other concerned organizations for smooth and effective implementation of schemes.
- Handling and monitoring of portal-related activities, data management, verification processes and resolution of operational issues in coordination with concerned stakeholders.
- Preparation of reports, notes, presentations, progress updates, replies to references and other official documents related to implementation and monitoring of schemes

- Monitoring scheme performance through data analysis, periodic reviews and evaluation of progress and suggesting procedural improvements/reforms for enhancing the effectiveness and efficiency of scheme implementation.
- Providing analytical inputs, research-based observations, and evidence-based suggestions for strengthening existing schemes and improving service delivery mechanisms.

- Assisting in examination and processing of scheme-related proposals, financial matters.
- Beneficiary-related issues and other administrative matters.
- Undertaking any other scheme-related assignments, including new schemes/projects likely to be entrusted to NBCFDC as and when directed by the Competent Authority.

The positions will be at the Corporations' Head Office located at New Delhi. Consultant are required extensive tour visits as per requirement of assigned job. Desirous applicants may submit their applications along with educational/experience certificates within 15 days from the date of publication of this advertisement to CGM(HR & Admin.), NBCFDC, 5th Floor, NCUI Building, 3-Siri Institutional Area, August Kranti Marg, New Delhi 110016 or through email at "nbcfdc@nbcfdc.gov.in ".

The details and Educational Qualification of the above are at Annexure-I.

Annexure- I

Details of Post & Educational Qualification-

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| 1. | Name of Post | Consultant – on contractual basis |
| 2. | No. of Post | One (01) |
| 3. | Remuneration | Competitive salary commensurate with qualification and experience. |
| 4. | Upper age limit | 35 years as on `31.07.2026 |
| 5. | Educational Qualification | - Master's Degree in any discipline from a recognized University/Institution. |
| 6. | Experience | <p>The Consultant should possess 2 years of experience and expertise in the following areas:-</p> <ul style="list-style-type: none">• Implementation, monitoring and evaluation of Government schemes/projects;• Portal operations, data management and beneficiary database management;• Coordination with academic institutions, Government departments, implementing agencies, and other stakeholders;• Understanding of administrative procedures, scheme guidelines, and monitoring mechanisms;• Preparation of reports, documentation, official correspondence, and inter-agency communication. |