



## **NABFOUNDATION - MUMBAI**

### **Recruitment of Peon/Office Assistant**

**NABFOUNDATION**, through this advertisement is seeking to hire a suitable candidate for the post of **Peon/Office Assistant on contract basis**.

**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 is looking for a suitable candidate who **can handle the following duties and responsibilities**.

**JOB PROFILE:** The primary duties and responsibilities of the **Peon/Office Assistant** shall be as follows:

1. Opening and Closing of Office
2. Attending to the cabin of CEO and all other senior officials
3. Attend to the movement of official documents within and outside the premises.
4. Serving tea, water and snacks to staff and visitors as per their requirements.
5. Filing of papers in appropriate files.
6. Managing files and performing other general office duties.
7. Attending to clients and visitors.
8. Answering telephone calls whenever required.
9. Operating and monitoring the use of copier, scanner and other equipment within the office.
10. Attending to outdoor duties as required by the office.
11. Stationery management
12. Maintain the office premises and ensure a clean office.

## **1. ELIGIBILITY CRITERIA**

**a. Educational Qualifications:** Matriculation with a pass class.

**b. Experience:** Candidate with previous work experience preferred.

**c. Age:** Candidate should have a minimum age of 21 years as on date of advertisement.

## **2. OTHER CRITERIA**

- Basic communication skills in English.
- Knowledge of additional language will be an added advantage.



### 3. PLACE OF POSTING

- i. The place of posting for the present will be **Mumbai**

### 4. REMUNERATION

- i. Candidate will be paid a monthly consolidated salary of Rs. 20,000/- (all inclusive).
- ii. There will be a provision of annual hike of up **to maximum 10% subject to** outstanding performance.

### 5. 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 meal expenses on a monthly basis.

### 6. 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.



## 7. 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: **10<sup>th</sup> November, 2022**

## 8. 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 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.



NAB FOUNDATION

## ANNEXURE

### FORMAT FOR APPLICATION

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

#### 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:**

