



Invitation of Applications for the post of Subject Matter Specialists on Contract

Bankers Institute of Rural Development (BIRD), Lucknow, a premier autonomous training institute, promoted by National Bank for Agriculture and Rural Development (NABARD), invites application from Indian citizens for engagement as **Subject Matter Specialist in Climate Change** on a contractual basis for a period of 03 (three) years.

The details of terms and conditions of engagement are furnished as under:

1. Name of Post:

Subject Matter Specialist (SMS) on Contract

2. Number of Post:

01 (One)

3. Place of Work:

Bankers Institute of Rural Development (BIRD), Sector-H, LDA Colony, Kanpur Road, Lucknow-226012 (Uttar Pradesh).

4. Age:

The maximum age shall be 40 years as on 31st July 2022.

5. Education Qualification & Experience:

Educational Qualification –

(i) Minimum Post Graduate / Master's Degree in Environmental Management or Environmental Sciences or Climate Change or Climate Finance or Disaster Management or Natural Resource Management or Geography or Urban Planning or Agriculture Sciences from a recognized university with first class or equivalent with a consistently good academic record throughout.

(ii) Higher qualifications such as MPhil/PhD shall be preferred.

Experience –

(i) Candidate should have at least 3 years of practical experience in the area of climate change with focus on networking and knowledge management,

(ii) Candidate should have experience/ knowledge of designing and/or implementing climate finance or green finance products and should have experience in managing knowledge platform,



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- (iii) Candidate should have experience using digital and social media to initiate networking with stakeholders,
- (iv) Candidate should have experience of publishing research papers / publications / reports / studies.
- (v) Understanding of State Action Plan on Climate Change, National Action Plan on Climate Change and Centrally Sponsored Schemes relevant to Climate Change as also institutional framework for climate finance is desirable,
- (vi) Work experience in an international organization is desirable.
- (vii) Having experience of designing and updating websites will be preferred.

6. Job Profile:

- Assessment of Training Needs of Clients.
- Design of Training programmes.
- Preparation of Training Calendar.
- Marketing of Training Programmes.
- Standardisation / Preparation of study materials and other inputs.
- Provide faculty support in specific subjects including pre and post training activities and evaluation of Training programmes.
- Administrative arrangements / arrangement of field visits etc.
- Preparation of Training Completion of Report.
- Coordinating and conducting training/ seminars/ studies.
- Associating with studies conducted by BIRD.
- Evaluation of study reports/Research papers/case studies/success stories for publication and circulation.
- Developing course content for e-modules.
- Identification of National and International agencies for having collaboration for conduct of training programmes / seminars / workshops etc.
- Any other work related to the institute or as directed by the BIRD

7. Period of contract:

The period of engagement shall be purely on contract basis for a period of 03 (three) years from the date of engagement. The extension shall be subject to maximum age limits for engagement. The above contract periods shall be subject to half-yearly review of performance. The BIRD may terminate the contract of service if the performance is found unsatisfactory. The BIRD shall at its sole discretion, terminate the contractual engagement by giving one month's notice or one months'



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compensation in lieu thereof, at any time during the contract period. The format and criteria of performance appraisal shall be decided by the BIRD.

8. Selection Process: The selection process will include writing ability test, power-point presentation and personal interview. Preference will be given to the candidates having additional and relevant educational & work experience over and above the essential requirements. The short-listed candidates will be called for the selection process. The list of shortlisted candidates will be published on BIRD's website.

9. Emoluments:

Job role	Indicative Gross Emoluments (all inclusive)
Subject Matter Specialist in Climate Change	Rs 1,00,000/- per month *

* The final authority to decide the exact monthly emoluments (all inclusive) rests with BIRD, Lucknow only. The monthly emoluments shall be decided by BIRD, Lucknow keeping in view the merits of the candidate, educational qualifications, additional educational qualifications, relevant experience, last drawn pay, suitability etc.. In all matters regarding emoluments, BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

No other facilities/perks will be given during the contractual agreement. Annual increment of 5% (of the emoluments at the time of joining), subject to satisfactory performance, will be considered by BIRD at its sole discretion. The amount of compensation being cost to BIRD, will be inclusive of any statutory payments that BIRD may be required to pay on behalf of the Subject Matter Specialist (SMS). The contract employee will be liable for tax as per the Income Tax Act and Rules in force from time to time and the tax will be deducted at source wherever applicable.

10. Residential Accommodation, Lounge, Medical facilities:

During the period of contract, the Subject Matter Specialist (SMS) shall not be eligible for getting any residential accommodation, lounge facility or medical facility from BIRD.

11. Travelling and Halting Allowance:

TA & HA will be paid as per rules of BIRD.



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12. Placement:

The SMS will be required to work under the Administrative control of Director, BIRD. As job is purely on contractual basis for a specified term, the SMS shall have no right or claim for regular employment in BIRD.

13. Superannuation Benefits:

The Subject Matter Specialist (SMS) shall not be entitled to any superannuation benefits viz., Provident Fund, Pension, Gratuity, etc.

14. Application Fee (Non-Refundable):

Application fee (including applicable GST) – ₹. 590/- (Rupees Five Hundred and Ninety only). BIRD reserves the right to consider the suitability of the candidate for Subject Matter Specialist (SMS) post. Bank transaction charges, if any, for online payment of application fee will have to be borne by the candidate. The bank account details, for payment of application fee, are as under:

Name of Institute	Bankers Institute of Rural Development, Lucknow
Name of Bank and Address	Kotak Mahindra Bank Ltd, Ashiyana Branch, Lucknow- 226001
Type of Account	Savings
Bank Account No.	5411848265
Branch Code	05199
IFS Code	KKBK0005199
SWIFT Code	KKBKINBB

15. Other Conditions:

- a) All documents/ testimonials in original will have to be produced at the time of selection process and interview.
- b) No travelling allowance will be paid for attending the selection process and interview.
- c) Depending upon the requirement, BIRD reserve the right to cancel/restrict/curtail/enlarge the panel of selected candidates, without assigning any reason.
- d) BIRD shall not furnish the evaluation sheet of selection process to candidates.
- e) BIRD shall have the right to change / modify / alter any or all the provisions set out above.
- f) In all matters regarding selection and emolument offered, BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard even from any ineligible and non-selected candidates.



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- g) BIRD reserves the right to cancel the recruitment process for the captioned job without assigning any reason at any stage.
- h) No correspondence will be entertained from any ineligible and non- selected candidate in all matters regarding eligibility, selection process, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards, number of vacancies, communication of result, etc. BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- i) Applicants serving in any organization at the time of their application will be required to submit a 'No Objection Certificate' from the employer at the time of selection process and interview failing which their candidature may not be considered. Selected candidates, after receiving specific offer letters shall be required to produce "Release/Relieving Letter" from their present employer/institution.
- j) Casual leave will be granted up to a maximum of 12 days in a calendar year on proportionate basis. Absence beyond stipulated days would be liable for proportionate deduction from the compensation.

16. How to apply:

Eligible person shall send **scanned and signed copy of neatly typed duly filled-in application in the prescribed format (enclosed) complete in all respect along with self-attested scanned copies of all relevant documents by e-mail (only)** to the Director, Bankers Institute of Rural Development, Sector H, LDA Colony, Kanpur Road, Lucknow 226012; e-mail: **recruitment.bird@nabard.org**, Tel:+91-522-2421954/1923.

Please note that corrigendum, if any, issued on the above advertisement and further announcements, will be published only on the BIRD's website **<https://birdlucknow.nabard.org>**.

17. Contact Details:

In case of any clarification or query, you may contact at **recruitment.bird@nabard.org**. Do not forget to mention "Application for the job of Subject Matter Specialist (SMS) on Contract" in the subject of the email.

18. Important Dates/ Timelines:

The last date for receipt of application through email at BIRD is **29 August 2022 (17:00 Hrs)**. Application received after this date and time will not be entertained. BIRD, Lucknow reserves the right to make change in the date indicated above.



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“Application for the post of Subject Matter Specialist (SMS)” may be mentioned as the subject of email. Incomplete applications or applications without satisfactory documentary proof, registration fee etc. in any respect are liable to be summarily rejected without intimation to the applicant.

Director

Encl: Application Form



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FORMAT OF APPLICATION

The Director
Bankers Institute of Rural Development
Sector-H, L.D.A. Colony,
Kanpur Road, Lucknow - 226 012
recruitment.bird@nabard.org
Website: <https://birdlucknow.nabard.org>

Please affix latest
passport size
photograph here
(self attested)

Application for the post of Subject Matter Specialist on Contract

(Application to be neatly typed as per format given below & scanned copy of completed application alongwith self-attested copies of all the relevant documents may be forwarded to recruitment.bird@nabard.org)

1. Name in Full (Shri / Smt. / Kum.):
2. Father's / Husband's name and occupation:
3. Post applied for: Subject Matter Specialist (Climate Change)
4. Date of Birth (with proof): (dd/mm/yyyy) :
5. Place of Birth: State: Dist.:
6. Marital Status (Married / Unmarried) :
7. Religion:
8. Present address for communication (in full with PINCODE):
9. Permanent Address (in full with PINCODE):
10. (i) Mobile Number: (ii) E-mail:
11. Knowledge of Languages other than English:

Language	Can Speak	Can Read	Can Write



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12. Educational Qualifications (please attach self attested Mark Sheets & Certificates) including specific qualifications as indicated in the detailed advertisement:

Examination Passed	College	Period		University	Main Subjects	Class & Rank	Aggregate % of marks
Graduation							
Post-Graduation							
Others (Specify)							

13. Particulars of present and previous employment including particulars of special work experience in banks/ training/ research/other experience as indicated in detailed advertisement (*please attach self attested copies of proof of employment/s*):

Name & Address of the employer	Period		Position & Nature of duties	Place of Posting	Total Emoluments (Rs)		Reasons for leaving
	From	To			Starting	Last Drawn	

14. Specific experience in the field of climate change:-

Sr. No.	Work	Organisation	Year
a.			
b.			
c.			

15. Specific experience in studies / research work in climate change:-

Sr. No.	Organisation	Topic	Year	Remarks (if any)
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a.				
b.				
c.				

17. Articles / Publication:-

Sr. No.	Topic	Name of Journal	Date	RNI status of publication
a.				
b.				
c.				

18. Experience as Faculty:

Sr. No.	Organisation/ Institution	Department/ subject	Years/ period of engagement
a.			
b.			
c.			

19. Research Publications:

Sr. No.	Title of Research Article	Name of Journal / Magazine / Periodical	Whether National / International	Month & Year of Publication
a.				
b.				
c.				

20. Particulars of any prosecution / detention / fine / conviction/ sentence against you awarded by any court of law for any offence:



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21. Details of Application fee paid (Name of bank, date and amount of payment, UTR No.):

Name of bank	Date	Amount of payment (Rs.)	UTR No.

20. List of documents forwarded with application:

- i)
- ii)
- iii)

Declaration

I declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for engagement at BIRD. In case, any of these particulars is found to be untrue later on, I shall be liable for the consequences thereof.

I undertake to be bound by the terms and conditions of the contractual engagement.

Signature:

Place:

Date:

Warning:

- i. Furnishing of false information or suppression of any factual information or any change in the Bio-data-cum-Declaration Form would be a disqualification and is likely to render the candidate unfit for employment.



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- ii. If detained, convicted, debarred etc., subsequent to the completion and submission of the form, the details should be communicated immediately to BIRD, failing which it will be deemed to be suppression of factual information.
- iii. If the fact that false information has been furnished or that there has been suppression of any factual information in the Bio-data-cum-Declaration Form comes to notice at any time during the engagement of a person, his/her engagement would be liable to be terminated without any notice or compensation in lieu thereof.
