

Requirement of Junior Consultant - One Position

Designation	Junior Consultant (Documentation)
Job Description	The incumbent should be Post Graduate in any discipline from a reputed institution. He/she should also have excellent communication (both verbal and written), computer and presentation skills.
Job Profile	<p>AFC India provides consultancy services mainly to Government Sector, where business is canvassed through bidding process. Company at present submits 200-250 proposals per annum which is likely to be raised to 300 proposals per annum. In the bidding process, the Company responds to the advertisements and submits Expression of Interest (EOI) which broadly contains brief profile of the organization, previous relevant experience, expertise available and other credentials. Then the shortlisted agencies are asked to submit the detailed proposal for which Request for Proposal is issued by the client. The company responds to such requests. A detailed technical proposal is prepared in the suggested formats, which normally contains profile of the organization, experience, approach and methodology to carry out the task with details of the expert team along with the CVs and other credentials. A Financial Proposal is also prepared, as per suggested format.</p> <p>The incumbent after initial exposure should be able to work out a standard proposal except technical and financial aspects; independently and also maintain the data bank within the existing facilities. An intelligent understanding person with a little effort can get the grasp of the job expectation. Sometimes pressure of work may be more due to time schedules of the client.</p>
Experience	One to two years.
Terms & Package	<p>The incumbent will be engaged on contractual basis for 3 years subject to half yearly performance review. S/he will be based at Delhi. Though this is a contractual post, it is likely to continue for an incumbent who can show tangible results.</p> <p>The remuneration will be Rs.30,000/- per month on CTC basis. However, a performing officer will be given enhancement in remuneration upto 10% after six months. Thereafter on annual basis.</p>
Company Profile:	AFC is a leading consulting and technical support organization owned by Commercial Banks, NABARD and EXIM Bank.

Detailed profile may be viewed at AFC's website on www.afcindia.org.in. AFC India has five day work schedule and is an equal opportunity institution.

Last Date 17 April, 2017

Location Northern Regional Office, New Delhi

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