

Government of Assam
Directorate of Agriculture

Terms of Reference (TOR) for engagement of Contractual Employee
for Projects under RIDF

A. Background:

To address the issue of assured irrigation by way of judicious use of ground water and to facilitate soil testing, quality control and input testing, the Govt. of Assam is going to implement the Projects under RIDF (1st-phase), namely (1) **Installation of one lakh Shallow Tube Wells** & (2) **Installation of 1000 Solar PV Powered STW** for irrigation purpose covering 31 Districts of the State and (3) **Establishment of soil testing quality control and input testing laboratory** in 26 locations in the State (called here-in-after as **Projects**). To expedite the process of implementation of these Projects, the Agriculture Department, Govt. of Assam (called here-in-after as Department) needs some additional manpower. Accordingly, engagement of employees on contractual basis is proposed for, **1 No. of Accounts Officer and 1 No. of Data Manager** at Directorate of Agriculture (HQ), Khanapara, Ghy-22 and **1 No. of Junior Engineer** in each office of the District Engineers [EE(Agri)/AEE(Agri)] covered under the Projects. Name of O/o the Executive Engineer (Agri) / Asstt. Executive Engineer (Agri) are shown in Annexure-III.

B. Proposal for engagement of Contractual Employee:

SN	Name of contractual employee	No.	Minimum Eligibility Criteria		Remuneration	Experience
			Qualification	Age as on 1 st January, 2018		
1.	Accounts Officer at Directorate of Agriculture (HQ), Khanapara	1	1. Bachelor in Commerce (B.Com) 2. Certificate in accounting software like Tally etc.	20 - 35 years	Rs.20,000/- per month	Experience in related field will be given preference.
2.	Data Manager at Directorate of Agriculture (HQ), Khanapara	1	1. Bachelor of Computer Application (BCA)	20-35 years	Rs.15,000/- per month	
3.	Junior Engineer in the o/o the EE(Agri)/AEE(Agri)	29	1. Diploma in Civil/Agriculture Engineering	18-30 years	Rs.18,000/- per month	

C. Objectives:

- i) Proper management, smooth co-ordination between stake holders, achieving of target as per timeline and effective monitoring of various activities for successful implementation of the Projects.
- ii) Technical assistance and supervision of activities for smooth implementation of the projects.

D. Tasks:

1. Tasks for Junior Engineer to be engaged in the office of the District Engineers [EE(Agri)/AEE(Agri)] will be as follows-

- i) To work under the direction of District Engineers [EE(Agri)/AEE(Agri)].
- ii) To deliver services for technical assistance and supervision in field level activities under the projects.
- iii) To prepare reports and relevant paper works.
- iv) To use computer applications like MS Office Excel, Power-point and Word etc.
- v) To attend awareness camp, visit installation site of STW/SPV system record measurement of work done and preparation of Bill/Progress report etc.

2. Tasks for Accounts Officer to be engaged at the Directorate of Agriculture (HQ) will be as follows-

- i) To work under the direction of Chief Engineer, Agriculture and Nodal Officer, RIDF.
- ii) To be responsible for overall accounts of individual Project in traditional as well as digital form using appropriate software.
- iii) To prepare budget proposal, requisition for fund, reconciliation with bank accounts.
- iv) To keep liaison with DDOs and reconciliation of accounts.
- v) To prepare reports and relevant paper works on accounts matter.
- vi) The Accounts Officer will execute a bond with the Agriculture Department that he/she will not resign the job prior to completion of his/her period of Assignment until and unless the Department of Agriculture relinquish him/her during the period of service. Violation of agreed terms shall invite legal action against him/her.

3. Tasks for Data Manager to be engaged at the Directorate of Agriculture (HQ) will be as follows-

- i) To work under the direction of Chief Engineer, Agriculture and Nodal Officer, RIDF.
- ii) To be responsible for various computerized works like web-management, management of data, power point presentation, drafting, record keeping, preparation of reports, e-mailing etc.
- iii) To coordinate with District Engineers for data management.

E. Period of Assignment:

- 1) The engagement is purely on contractual basis and offered initially for a period of six month and further extendable from time to time on satisfactory performance for the remaining period of the project. The maximum tenure will be coterminous.
- 2) This contractual engagement will not enable any one to make claim for any sort of regularizing or making the engagement permanent under the Department or any Govt. programme/ Projects/ Scheme what so ever.
- 3) The assignment may be terminated at any time within 15 days' notice by the Department without assigning any reason, and without thereby incurring any liability to the Government of Assam.
- 4) It is desired that contractual employees engaged under the project shall observe the highest standard of ethics during the period of his/her service and in case the incumbent is found to be involved in corrupt and/or fraudulent practice his/her services will be terminated forthwith without any notice and penal action as per law shall be initiated.

F. Facilities to be provided:

- 1) The contractual employees will be given access to all the documents, correspondence and any other information associated with the Projects etc. as deemed necessary.
- 2) On selection of the contractual employees, an agreement shall be executed with the employer.
- 3) The contractual employees shall not assign or sub-contract, in whole or in part, its obligations to perform under this Contract.

- 4) The contractual employees will have to attend office regularly in office working hours.
- 5) Transportation facility for official tours outside the head quarter will have to arrange by the contractual employees themselves. However, Travelling Expenditure /DA will be reimbursed as per applicable/ admissible norms of Govt. of Assam.
- 6) Leave facility for a period of 12 (twelve) days in one Calendar Year will be provided. No other leave will be provided to the contractual employees. Leave more than 12 days will be treated as Leave without Pay.
- 7) No services or facilities other than those mentioned above shall be extended.
- 8) The engagements may be continued on the basis of recommendation of Chief Engineer (Agri), Assam.

G. Monthly Remuneration:

Monthly remuneration of the contractual employees is fixed as follows:

SN	Name of post	Fixed remuneration per month (Rs.)
1.	Accounts Officer	Rs.20,000/- (Twenty thousand)
2.	Data manager	Rs.15,000/- (Fifteen thousand)
3.	Junior Engineer	Rs.18,000/- (Eighteen thousand)

- (i) After completion of each year, a provision of enhancement of 10% on monthly remuneration of previous year may be considered.
- (ii) An additional amount of not exceeding Rs.2000/- per month will be provided to Contractual J.E to meet the cost of POL for conducting awareness camp, imparting training to farmers and visit to site installation of STW and as directed by District Engineer. The Contractual J.E will use two wheeler (Bike) own by him/her or his/her family members.

H. Interview and Selection Modalities:

- i) Advertisement shall be published in local News Paper for invitation of application from eligible candidate in prescribed format (Annexure-I& Annexure-II).
- ii) The Advertisement, Terms of Reference and prescribed format of application shall also be available in the website: www.Agri-Horti.Assam.gov.in and may be downloaded from there.
- iii) Duly filled up application along with self-attested copies of mark sheet, certificates from HSLC onwards, experience certificate etc. must be submitted to the Concerned O/o the Executive Engineer (Agri) shown in Annexure-III during office hours within last day of submission of application as per notice circulated. No application will be received after the same date & time.
- iv) After scrutiny of the testimonials, the names of candidate fulfilling the criteria shall be uploaded in the website: www.Agri-Horti.Assam.gov.in and shall be invited to appear before the interview board on specified dates and venue.
- v) Interview board constituted hereunder will conduct Walk-in interview for engagement of contractual employees.
- vi) The candidates must place original copy of their documents submitted along with the application form before the interview board for verification; any lapse may cause rejection of his candidature.
- vii) Any candidate not appearing in the interview on due dates his/her candidature will automatically be cancelled and no claim regarding this will be entertained.
- viii) No TA/DA will be entertained for attending the interview.

- ix) Valid 10-digit mobile No. and E-mail ID must be furnished in the application form. Correspondence from the Department (if any) shall be made only through E-mail. Department shall not be liable for non-receipt of E-mail.
- x) Canvassing in any form for his/her candidature is prohibited and if found indulged in such activity, his/her candidature shall be liable for rejection.
- xi) The candidates will be selected on basis of recommendation of the interview boards.
- xii) Decision of the Director of Agriculture, Assam shall be final for engagement of a candidate.
- xiii) Minutes of Interview Board must be submitted to Chief Engineer, Agriculture, Assam, Khanapara within 7days from the date of interview conducted, for approval and appointment.
- xiv) Appointment of Junior Engineer (contractual) will be based on target fixed under RIDF and number of post may increase or decrease. The number of post shown as table at B is purely tentative.
- xv) The Director of Agriculture, Assam may divert the post of Junior Engineer (contractual) from one district to another district based on requirement and performance of the Junior Engineer (contractual).

I. Constitution of Interview Board:

Following interview boards are constituted for conduct of walk-in interview for engagement of contractual employees-

(A) At Directorate level:

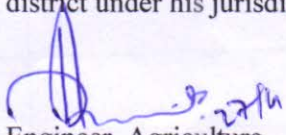
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|--|------------------|
| 1. Chief Engineer, Agriculture, Assam | Chairman |
| 2. Executive Engineer (FC), Directorate of Agriculture, Assam | Member Secretary |
| 3. Sr. Finance & Accounts Officer, Directorate of Agriculture, Assam | Member |
| 4. Asstt. Executive Engineer (NAEP), Directorate of Agriculture | Member |

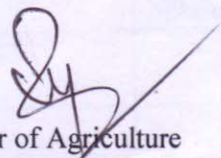
The Chief Engineer Agriculture, Assam, Khanapara, Ghy-22 shall notify the Directorate level Interview board.

(B) At District level:

- | | |
|--|------------------|
| 1. Joint Director of Agriculture,Zone | Chairman |
| 2. Executive Engineer (Agri) | Member Secretary |
| 3. Asstt. Executive Engineer (Agri) | Member |
| 4. District Employment Officer or his representative | Member |

The Joint Director of Agriculture of the Zone shall notify the District level interview board for each district under his jurisdiction.


Chief Engineer, Agriculture
Assam, Khanapara, Guwahati-22


Director of Agriculture
Assam, Khanapara, Guwahati-22

Annexure I
Standard Form of Application For Engagement of Contractual Employee

Affix self-attested
recent passport
size photograph

To

The Chief Engineer, Agriculture, Assam, Khanapara, Guwahati-22

Subject: Application for contractual engagement as Contractual Account Officer/Data Manager _____ (Mention name of post)

Sir,

I, Sri/Smt..... place my candidature with following details for contractual engagement asfor your consideration.

1. Name in full (Block letter) _____

2. Father's Name _____

3. Present address _____

_____ PS _____

4. Permanent address _____

_____ PS _____

5. Contact details: 10 (ten) digit Mobile No. _____

E-mail ID: _____

6. Category (SC/ST/Gen) _____

(SC/ST candidates must enclose certificate of caste)

7. Date of Birth (DD/MM/YYYY) _____

(Enclose Birth Certificate or HSLC admit as supporting document)

8. Voter ID (EPIC) No. _____ (copy of EPIC must be enclosed)

9. Employment Registration No. _____ (Enclose copy of registration number)

10. Educational Qualification: (copies of mark sheet, certificates etc. must be submitted)

SN	Name of Institution with address	Name of Board/ University	Examination passed	Year of passing	Percentage of marks obtained

11. Other qualification details: (copies of certificates must be submitted)

DRAFT

12. Experience:(copies of experience certificate must be submitted)

SN	Name of organization	Particulars of job	Duration	

I hereby declare that information furnished above are true to the best of my knowledge and I am liable to any action as per the law if any statement found false. I also declare that I have gone through the TOR for engagement of Contractual Employee for Projects under RIDF and shall abide by the terms & conditions there under.

Date:

FULL SIGNATURE OF THE APPLICANT

Annexure II
Standard Form of Application For Engagement of Contractual Employee

To

The Executive Engineer(Agri)/Assistant Executive Engineer(Agri)

Affix self-attested
 recent passport
 size photograph

Subject: Application for contractual engagement as Contractual Junior
 Engineer atDistrict.

Sir,

I, Sri/Smt..... place my candidature with
 following details for contractual engagement asfor your consideration.

13. Name in full (Block letter) _____

14. Father's Name _____

15. Present address _____

PS _____

16. Permanent address _____

PS _____

17. Contact details: 10 (ten) digit Mobile No. _____

E-mail ID: _____

18. Category (SC/ST/Gen) _____

(SC/ST candidates must enclose certificate of caste)

19. Date of Birth (DD/MM/YYYY) _____

(Enclose Birth Certificate or HSLC admit as supporting document)

20. Voter ID (EPIC) No. _____ (copy of EPIC must be enclosed)

21. Employment Registration No. _____ (Enclose copy of registration number)

22. Educational Qualification: (copies of mark sheet, certificates etc. must be submitted)

SN	Name of Institution with address	Name Board/ University	of Examination passed	'Year of passing	Percentage of marks obtained

23. Other qualification details:(copies of certificates must be submitted)

24. Experience:(copies of experience certificate must be submitted)

SN	Name of organization	Particulars of job	Duration	

I hereby declare that information furnished above are true to the best of my knowledge and I am liable to any action as per the law if any statement found false. I also declare that I have gone through the TOR for engagement of Contractual Employee for Projects under RIDF and shall abide by the terms & conditions there under.

Date:

FULL SIGNATURE OF THE APPLICANT

ANNEXURE-III

S N	Name of post	Name of Districts.	Name of the establishment for engagement	No. of post	Office address for submission of application
1	Accounts Officer	Kamrup	Directorate of Agriculture, Assam	1	O/o the Chief Engineer, Agriculture, Assam
2	Data Manager	Kamrup	Directorate of Agriculture, Assam	1	O/o the Chief Engineer, Agriculture, Assam
3	Junior Engineer (District wise)	1.Tinsukia	O/o the AEE (Agri), Tinsukia	1	O/o the EE (Agri), Sivsagar
		2.Charaideo	O/o the EE (Agri), Sivsagar	1	
		3.Sivsagar	O/o the EE (Agri), Sivsagar	1	
		4.Dhemaji.	O/o the EE (Agri), Dhemaji	1	O/o the EE (Agri), Dhemaji
		5.Lakhimpur	O/o the AEE (Agri), Lakhimpur	1	
		6.Majuli	O/o the AEE (Agri), Majuli	1	O/o the EE (Agri), Jorhat
		7.Golaghat	O/o the AEE (Agri), Golaghat	1	
		8.Biswanath	O/o the EE (Agri), Gohpur	1	O/o the EE (Agri), Tezpur
		9.Sonitpur	O/o the EE (Agri), Tezpur	1	
		10.Nagaon	O/o the EE (Agri), Nagaon	1	O/o the EE (Agri), Nagaon
		11.Hojai	O/o the AEE (Agri), Hojai	1	
		12.Morigaon	O/o the AEE (Agri), Raha	1	
		13.Karbi Anglong East	O/o the EE (Agri), Diphu	1	O/o the EE (Agri), Diphu
		14.Cachar	O/o the EE (Agri), Silchar	1	
		15.Hailakandi	O/o the AEE (Agri), Hailakandi	1	O/o the EE (Agri), Silchar
		16.Karimganj	O/o the AEE (Agri), Karimganj	1	
		17.Udalguri	O/o the EE (Agri), Mongoldoi	1	O/o the EE (Agri), Mongoldoi
		18.Darrang	O/o the EE (Agri), Mongoldoi	1	
		19.Kamrup	O/o the EE (Agri), Ulubari	1	O/o the EE (Agri), Ulubari
		20.Baksa	O/o the EE (Agri), Kokrajhar	1	O/o the EE (Agri), Kokrajhar
		21.Chirang	O/o the EE (Agri), Kokrajhar	1	
		22.Kokrajhar	O/o the EE (Agri), Kokrajhar	1	
		23.Nalbari	O/o the EE (Agr), Nalbari	1	O/o the EE (Agr), Nalbari
		24.Barpeta	O/o the AEE (Agri), Sorbhog	1	
			O/o the AEE (Agri), Pathsala	1	
		25.Bongaigaon	O/o the AEE (Agri), Bongaigaon	1	O/o the EE (Agr), Gauripur
		26.Goalpara	O/o the AEE (Agri), Goalpara	1	
		27.Dhubri	O/o the EE (Agri), Gauripur	1	
		28.South Salmara	O/o the AEE (Agri), Hatsingimari	1	