

**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 (1<sup>st</sup>-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 <sup>st</sup> 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](http://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](http://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.

