

Notice Inviting application for engagement of contractual employee for projects under RIDF

No. Agri/Engg/4637/RIDF (CE)/Pt-I/2019-20/12

Dated. 09.10.2019

The Department of Agriculture, Govt. of Assam intends to engaged contractual employee for various post viz Asstt. Engineer, Accounts Officer, Data Manager and Jr. Engineer to assist the Agriculture Department for implementation various projects under RIDF. The interested candidates may obtained detail terms of reference (TOR) from the website www.agri-horti.assam.gov.in and may submit their application in prescribed format to the District Engineer concerned as per TOR on or before 30/10/2019.

Sd/-

**Director of Agriculture
Assam, Khanapara, Guwahti-22**

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. Assistant Engineer, 2 No. of Junior Engineer, 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:

S N	Name of contractual employee	No.	Minimum Eligibility Criteria		Age as on 1 st Jan, 2019	Remuneration
			Qualification	Experience		
1.	Assistant Engineer at Directorate of Agriculture (HQ), Khanapara	1	1. Degree or Diploma in Agril/ Civil Engineering	Retired Officer of Agriculture Dept. Govt. of Assam not below the rank of Assistant Engineer will be given preference	Less than 65 Years	Rs. 23,000/- per month
2.	Accounts Officer at Directorate of Agriculture (HQ), Khanapara	1	1. Bachelor in Commerce (B.Com) 2. Certificate in accounting software like Tally etc. will be given preference	1 Year Experience in Maintaining of Financial Accounts	20 - 35 years	Rs.22,000/- per month
3.	Data Manager at Directorate of Agriculture (HQ), Khanapara	1	1. Bachelor of Computer Application (BCA)	Experience in related field will be given preference.	20-35 years	Rs.15,000/- per month
4.	Junior Engineer at Directorate of Agriculture (HQ), Khanapara	2	1. Diploma in Civil/Agril. Engineering		18-30 years	Rs.18,000/- per month
5.	Junior Engineer in the O/o the EE(Agri)/ AEE(Agri)	20			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 Assistant Engineer 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 Supervision of the Projects.
 - iii) To maintain smooth co-ordination between stake holders of the Projects.
 - iv) To deliver services for effective monitoring of various activities under the Projects.
 - v) To prepare reports and relevant paper works.
 - vi) To participate in workshop, seminar, meetings etc. related to the Projects along with presentation of relevant papers.
 - vii) To visit any districts under the Projects if required. (Specially construction of Soil Testing Laboratory at Districts of Assam)
2. 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.
3. 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.
4. 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 **one year** and further extendable from time to time on satisfactory performance for the remaining period of the project. The Director of Agriculture Assam, will extend the service of contractual employee based on past performance and requirement of service.
- 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.
- 5) In the event of resignation, termination of a contractual employee within the project implementation period, the Director of Agriculture Assam shall engage suitable candidate if such vacancy is required to fill-up.

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 (Agril.), Assam.

G. Monthly Remuneration:

Monthly remuneration of the contractual employees is fixed as follows:

SN	Name of contractual employee	Fixed remuneration per month (Rs.)
1.	Assistant Engineer	Rs.23,000/- (Twenty Three thousand)
2.	Accounts Officer	Rs.22,000/- (Twenty thousand)
3.	Data manager	Rs.15,000/- (Fifteen thousand)
4.	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 engaged in the District Engineer as 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 District Engineer 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) Director of Agriculture, Assam shall be the final authority for engagement of a candidate, termination of a contractual employee or extension of terms, period of service.
- xiii) Minutes of Interview Board must be submitted to Chief Engineer, Agriculture, Assam, Khanapara, Ghy-22 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:

- | | |
|---|----------|
| 1. Superintending Engineer, Agriculture | Chairmen |
| 2. Executive Engineer ,Agriculture, Directorate of Agriculture, Assam | Member |


3. Sr. Finance & Accounts Officer, Directorate of Agriculture, Assam Member
4. Asstt. Executive Engineer (NAEP), Directorate of Agriculture Member Secretary

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.


Executive Engineer (F/C) & N.O.RIDF
Directorate of Agriculture
Assam, Khanapara, Guwahati-22


Director of Agriculture
Assam, Khanapara, Guwahati-22

DRAFT

Affix self-attested
recent passport
size photograph

Standard Form of Application For Engagement of Contractual Employee
Asstt. Engineer/ Jr. Engineer/Account Officer/Data Manager at Directorate Level

To

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

Subject: Application for contractual engagement as Contractual _____

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)

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



**Standard Form of Application For Engagement of Contractual Employee
Jr. Engineer, District level**

To

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

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Affix self-attested
recent passport
size photograph

Subject: Application for contractual engagement as Contractual Junior Engineer at
Office of the/District/.....

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)
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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 - I

Sl. No.	Name of post	Name of Districts	Name of the establishment for engagement	No. of Post	Office address for submission of application
1	Assistant Engineer	Kamrup	Directorate of Agriculture, Assam	1	O/o the Chief Engineer, Agriculture, Assam
2	Junior Engineer	Kamrup	Directorate of Agriculture, Assam	2	O/o the Chief Engineer, Agriculture, Assam
3	Accounts Officer	Kamrup	Directorate of Agriculture, Assam	1	O/o the Chief Engineer, Agriculture, Assam
4	Data Manager	Kamrup	Directorate of Agriculture, Assam	1	O/o the Chief Engineer, Agriculture, Assam
5	Junior Engineer (District wise)	1 Dibrugarh	O/o The AEE (Agri), Dibrugarh	1	O/o the EE(Agri), Sibsagar
		2 Dhemaji	O/o the EE(Agri), Dhemaji	1	O/o the EE(Agri), Dhemaji
		3 Lakhimpur	O/o The AEE (Agri), Lakhimpur	1	O/o the EE(Agri), Dhemaji
		4 Majuli	O/o The AEE (Agri), Majuli	1	O/o the EE(Agri), Jorhat
		5 Golaghat	O/o The AEE (Agri), Golaghat	1	O/o the EE(Agri), Jorhat
		6 Sonitpur	O/o the EE(Agri), Tezpur	1	O/o the EE(Agri), Tezpur
		7 Karbi-Anglong	O/o the EE(Agri), Diphu	1	O/o the EE(Agri), Diphu
		8 Nagaon	O/o AEE (Agri), Kaliabor	1	O/o the EE (Agri), Nagaon
		9 Nagaon	O/o EE (Agri), Nagaon	1	O/o the EE (Agri), Nagaon
		10 Hojai	O/o The AEE (Agri), Hojai	1	O/o the EE(Agri), Nagaon
		11 Cachar	O/o the EE(Agri), Silchar	1	O/o the EE(Agri), Silchar
		12 Hailakandi	O/o The AEE (Agri), Hailakandi	1	O/o the EE(Agri), Silchar
		13 Karimganj	O/o The AEE (Agri), Karimganj	1	O/o the EE(Agri), Silchar
		14 Kamrup (R)	O/o The AEE (Agri), Boko	1	O/o the EE(Agri), Ulubari
		15 Kamrup (R)	O/o The AEE (Agri), Rangia	1	O/o the EE(Agri), Ulubari
		16 Baksa	O/o The EE (Agri), Nalbari	1	O/o The EE (Agri), Nalbari
		17 Barpeta	O/o The AEE (Agri), Sarbhog	1	O/o The EE (Agri), Nalbari
		18 Chirang	O/o The EE (Agri), Kokrajhar	1	O/o The EE (Agri), Kokrajhar
		19 Jorhat	O/o The EE (Agri), Jorhat	1	O/o the EE(Agri), Jorhat
		20 Nalbari	O/o The EE (Agri), Nalbari	1	O/o The EE (Agri), Nalbari

Prepared by


Project Manager (C) RIDF
Directorate of Agriculture
Assam, Khanapara, Ghy-22


Executive Engineer (F/C) & N.O RIDF
Directorate of Agriculture
Assam, Khanapara, Ghy-22