

**Directorate of Agriculture  
Assam, Khanapara, Guwahati-22**

**Terms of Reference (ToR) for engagement of Contractual Employees for Project under RIDF.**

**1. A: Background**

To address the issue of assured irrigation by way of judicious use of ground water and create infrastructure in each ADO circles to provide extension service to the farmers at their door step, the Govt. of Assam is implementing the Projects under RIDF namely (1) Installation of STW (Allotment-1 & 2) for irrigation purpose covering 33 Districts of the State (2) Soil Testing Laboratory and (3) Development of Knowledge Centre in 96 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) need some additional manpower. Accordingly, 4 Nos. (Four) Assistant Engineer (contractual) for Mechanical Engineering/Agricultural Engineering in districts level is proposed.

**B: Qualification, Experience and Remuneration:**

**Table-A**

Particular			Minimum eligibility criteria				
Sl. No	Name of the contractual position	No. of positions	Qualification	Experience	Age	Remuneration	Remarks
1.	Assistant Engineer (contractual),  (Mechanical)/ Agricultural Engineering)at the office of the EE (Agri)/AEE (Agri)	04 Nos. (at District & sub Division level)  (02 Nos. Mechanical Engineers+ 02 Nos. Agri Engineers)	<ul style="list-style-type: none"> <li>Graduate in Mechanical Engineering /Agricultural Engineering, from any recognized University to be placed in the office of the EE (Agri)/AEE (Agri).</li> <li>Candidate having Certificate in AutoCAD and MS Office will be given preference</li> </ul>	Minimum 3 Years of relevant experience desirable	25-32 Years	Rs.30,000/- per month (Inclusive all incentives & perks)  (As per Govt. letter No. E: 285482/4,  Dated:Dispur, The 31 <sup>st</sup> August, 2023)	Selected Candidates should be of sound health and sound knowledge on the relevant field work.

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**C: Objectives**

- i. Proper Management, smooth co-ordination between stakeholders, achieving of targets as per the 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 (Mechanical/Agriculture to be engaged in District level will be as follows:**

- i) To work under the direction of the EE (Agri), AEE (Agri) in the District levels.
- ii) To be responsible for overall supervision of the projects.
- iii) To maintain smooth co-ordination between stake holders of the Projects.
- iv) To be well versed with power point presentation, MS Office etc. and any other Computer Applications which will be essential for day to day activities.
- v) To deliver services for effective monitoring of various activities under the projects.
- vi) To prepare reports and relevant paper works.
- vii) To participate in workshop, seminar, meetings etc. related to the Projects along with presentation of relevant papers.
- viii) To visit the Projects if required. (Specially construction of Soil Testing Laboratory/Knowledge Centre with Training Hall and Monitoring of Agril Machineries).
- ix) To attend awareness camp, visit installation site of STW/SPV system, supervise Knowledge centre/soil testing laboratory, record measurement of work done and preparation of Bill/progress report.
- x) To upload database of beneficiaries in the 'MIS Portal for installation of STW under RIDF/uploading of data on CMSGUY portal.
- xi) To attend any other tasks assigned by the E.E (Agri)/A.E.E (Agri) of respective Districts.

**E: Period of Assignment:**

- i. The engagement is purely on contractual basis and offered initially for a period of 11(Eleven) months and further extendable from time to time with a break subject to satisfactory performance and availability of project period. The maximum tenure will be subject to decision of DA, as he may terminate or cancel the assignment and for shorten its duration or extend the contract, based on the performance and conduct of the 'AE'.

- ii. The contractual engagement will not enable any one to make claim for any sort of regularizing or making the engagement permanent under the Directorate or any Govt. programme/projects schemes whatsoever.
- iii. The assignment may be terminated at any time within 15 (Fifteen) days notice by the Department without assigning any reason and without thereby incurring liability to the Government of Assam.
- iv. The Contractual employees if decides to resign from engagement and terminate the contract, he shall serve a 15 (Fifteen) days resignation notice to the Director.
- v. 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 panel action as per law shall be initiated.

**E. Facilities to be provided:**

- i) The remuneration will be paid from the RIDF scheme. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc.
- ii) On selection of the contractual employees, an agreement shall be executed with the employer.
- iii) The contractual employee shall not assign or sub-contract, in whole or in part, its obligations to perform the Contract.
- iv) The contractual employee will have to attend office regularly in office working hours.
- v) Leave facility for a period of 12 (Twelve) days in one calendar year will be provided. No other leaves will be provided to the contractual employees. Leave more than 12 (Twelve) days will be treated as Leave without pay.
- vi) Transportation facility for official tours outside the HQ will have to be arranged by the contractual employees themselves. However, TA/DA will be reimbursed as per the norms of the respective Department.
- vii) No services or facilities other than those mentioned above shall be executed.
- viii) The contractual employees will be given access to all the documents, correspondence and any other information associated with the projects etc. as deemed necessary.

**G. Monthly remuneration:**

Monthly remuneration of the contractual Assistant Engineer is fixed as follows:

Sl. No.	Name of contractual employee	Fixed remuneration per month
1.	Assistant Engineer	30,000/- (Rupees Thirty Thousand) only. (Without any increment)

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## **H: Interview and Selection Modalities:**

- i) Advertisement will be published in local News Paper for invitation of application from eligible candidate in prescribes format at Annexure-1 for positions at the Office of the District engineers (EE(Agri)/AEE(Agri))
- ii) The Advertisement, Terms of Reference and prescribed format of application shall also be available in the website: <https://diragri.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 respective EE(Agri)/AEE(Agri), during office hours within 30-09-2023. 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: <https://diragri.assam.gov.in> and shall be invited to appear before the interview board on specified dates and venue. Again they may be intimated personally about the venue date and time of the interview through mobile phone or through their email ids by the respective EE(Agri)/AEE(Agri).
- 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 merit basis and as per recommendation of the Interview Board.
- xii) The Director of Agriculture, Assam shall be the final authority for engagement of a candidate, termination of contractual employee or extension of terms, period of service and enhancement of remuneration.
- xiii) Minutes of Interview Board must be submitted to the Director of Agriculture, Assam, Khanapara, Ghy-22 within 7(Seven) days from the date of interview conducted, for approval and appointment.

xiv) Selected candidates shall execute Contract Agreement, as per Annexure -A at the time of reporting /joining as contractual employee.


xv) Assistant Executive Engineer will submit the application along with all relevant documents enclosed received from the candidates to the concerned Executive engineer( Agri) for walk-in interview before notifying the interview .


**I: Constitution of Interview Board;**

Following interview board is constituted for conduct of walk-in interview for engagement of contractual employee:

District Level		
Sl. No	Designation	Position
1	Joint Directorate of Agriculture..... Zone	Chairman
2	Executive Engineer, (Agriculture)	Member Secretary
3	Asstt. Executive Engineer, (Agriculture)	Member
4	The Assistant Director of Employment, District Employment Exchange	Member

The joint Directorate of Agriculture of the Zone shall notify the District Level Interview Board for each district under his jurisdiction.

  
 Executive Engineer (Agri) Dharmaji  
 Attached to Directorate of Agriculture  
 Assam, Khanapara , Guwahati-22

  
 09/08/23  
 N.O.RIDE & EE(W/M)  
 Directorate of Agriculture  
 Assam , Khanapara, Guwahati-22

  
 Director of Agriculture  
 Assam, Khanapara,Guwahati-22

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List of offices where AE (Mechanical/Agri) Engineering are proposed.

Annexure-1

SL. No	Name of office	No of proposed Contractual Assistant	Name of member secretary	Place of submission of application	Place of walk in interview	Remarks
1	Executive Engineer (Agri), Sibsagar division, Sibsagar	01 No (Agri Engineer)	Executive Engineer (Agri), Sibsagar	Executive Engineer (Agri), Sibsagar	Executive Engineer (Agri), Sibsagar	Respective member secretary are directed to submit the approved list of Contractual Assistant Engineers along with other relevant documents to the Directorate of Agriculture
2	Executive Engineer (Agri), Dhemaji division, Dhemaji	Do	Executive Engineer (Agri), Dhemaji	Executive Engineer (Agri), Dhemaji	Executive Engineer (Agri), Dhemaji	
3	Executive Engineer (Agri), Dhubri division, Gauripur	01 No (Mech Engineer)	Executive Engineer (Agri), Dhubri	Executive Engineer (Agri), Dhubri	Executive Engineer (Agri), Dhubri	
4	Assistant Executive Engineer (Agri), Golaghat Sub-Division, Golaghat	Do	Executive Engineer (Agri), Jorhat	Assistant Executive Engineer (Agri), Golaghat	Assistant Executive Engineer (Agri), Golaghat	

Executive Engineer (Agri), Dhemaji  
Attached to Directorate of Agriculture (Assam)  
Khanapara, Guwahati

N.O. RIDF & EE(W/M)  
Directorate of Agriculture  
Assam, Khanapara, Guwahati-22

Directorate of Agriculture  
Assam, Khanapara  
Guwahati-22

Annexure-II

**Standard Form of Application For Engagement of Contractual Employee (AE) at .....**

Affix  
self attested  
recent passport  
size photograph

To

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

Subject: Application for engagement as Contractual AE at \_\_\_\_\_

Sir,

I, Sri/Smt..... place my candidature with following details for contractual engagement as .....for 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, eg 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 if any)
10. Educational Qualification: (self certified Xerox 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

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

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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 par 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**



**CONTRACT AGREEMENT**

(to be signed on stamp paper of Rs. 20/-)

**Hiring of Junior Engineer (AE) for engagement on Contractual basis under Directorate of Agriculture, Assam**

Agreement No: Agri/Engr/.....

Dated Guwahati the .....

This Agreement made on this .....day of ..... (month)/2023 between the Director of Agriculture, Directorate of Agriculture, Krishi Bhawan, Agriculture Complex, GS Road, Khanapara, Guwahati-22, Assam hereinafter called as the "DA" and....., S/o....., Village....., P.O....., District.....; Email:.....; Mobile:..... hereinafter called as the "Assistant Engineer" -..... or in short "AE".

Set out below are the terms and conditions under which the "AE" has agreed to carry out the assignment. The engagement shall be performed in accordance with the Terms of Reference (TOR).

1. I, ..... (Name of Assistant Engineer), herein after called "AE", do hereby confirm to provide engagement for the above-mentioned assignment to the Directorate of Agriculture, Krishi Bhawan, Agriculture Complex, GS Road, Khanapara, Guwahati-22, Assam.
2. We understand and hereby agree that for administrative purposes Director of Agriculture, herein after called as the "DA" has been assigned to administer the contract and to provide with all relevant information needed to carry out the assignment.
3. The AE is placed in .....
4. We understand and hereby agree that the engagement are likely to be required for the entire duration for a period of **11(Eleven) months or end of the project period which comes first.** The "DA" may terminate or cancel the assignment and/or shorten its duration or extend the contract, based on the performance and conduct of the 'AE' as determined by the "DA", *without thereby causing any liability to the Government of Assam or the Government of India.*
5. We understand & hereby agree that, this Contract between 'AE' and the "DA" is **valid from ....., which has been extended for .....months and will automatically come to an end on.....** However, after successful completion of .....months of the contract between 'AE' and the "DA" based on satisfactory performance/conduct as determined by the "DA", the contract may be again renewed for another .....months or end of the project period which comes first.
6. We understand and hereby agree that, in the event of decision by "DA" to terminate the contract, a **15 (fifteen) days** termination notice will be served to the 'AE' and that in the event of termination, the 'AE' shall be paid for the engagement rendered for carrying out the assignment up to the date of termination and that the 'AE' will provide "DA" with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.
7. We understand and hereby agree that, in the event 'AE' decides to resign from the engagement and terminate the contract, he/she shall serve a **15 (fifteen) days** resignation notice to the "Da" and that in the event of resignation, the "DA" will pay the 'AE' for the engagement rendered up to the date of handing over of charge pursuant to his/her resignation and that the 'AE' shall provide the "Director" with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of his/her release.
8. We understand and hereby agree that, **Payments** for the engagement rendered by the 'AE' will be made by the "DA" at a fixed monthly fee/remuneration of **Rs.30,000/(Inclusive all incentives and perks)** only.
9. We understand and hereby agree that, 'AE' shall be responsible for arranging appropriate insurance coverage at his own cost and that the 'AE' shall maintain insurance cover for medical, travel, accident and third party liability. Further, 'AE' hereby agrees to indemnify and hold harmless the "DA" against any claims, demands, and/or judgments of any nature brought against the "DA" arising out of the engagement under this Contract and that the obligation under this paragraph shall survive the termination of this Contract.
10. We understand and hereby agree that all materials produced or acquired by the 'AE' as per the terms and conditions of this Contract written, graphic, film, magnetic tape or otherwise shall remain the property of the "DA" and that the "DA" retains the exclusive right to publish or disseminate the reports arising from such materials and that the rights and duties provided for in this paragraph shall continue notwithstanding the termination of this Contract or the execution of its other provisions.
11. We understand and hereby agree that 'AE' shall carry out the assignment in accordance with the highest standards of professional and ethical competences and integrity having due regard to the nature and purpose of the assignment and will conduct in a manner consistent with the TOR attached herewith.
12. We understand and hereby agree that 'AE' shall not assign this Contract or sub-contract or any portion of it without prior written consent of "DA".
13. In the event of closer of the scheme or fund being returned to Govt., the engagement of Assistant Engineer on such event shall automatically be terminated.

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- 14. We understand and hereby agree that during the term of this Contract and after its termination, 'AE' and any entity affiliated with 'AE' shall be disqualified from providing goods, works or non-consulting engagement (other than the engagement and any continuation thereof) for any activity resulting from or closely related to the engagement.
- 15. We understand and hereby agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract by 'AE' shall be for all times and for all purposes regarded as strictly confidential and held in confidence and shall not be directly or indirectly disclosed to any person whatsoever except with prior written permission of "DA".
- 16. We understand and hereby agree that, this Contract, its meaning and interpretation and the relations between the parties shall be governed by the Laws of India. We further understand and hereby agree that any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.
- 17. We understand and hereby agree that as 'AE' Sri.....shall have the responsibilities and accountability as detailed in the TOR attached herewith. We further agree that the 'AE' shall strictly abide by Government Anti Corruption Guidelines and Policy on Fraud & Corruption during delivery of services.

Enclosure: Annexure-1: Terms of Reference

Dated .....

Place: Guwahati

Signature & Name of Assistant Engineer

Thoroughly read, understood and agreed

Director of Agriculture, Assam

(.....)  
 S/o ..... Village.....  
 P.O. .... District.....  
 Email: .....  
 Mobile: .....

Witness

Executive Engineer (Agri) Dhemañi  
 Attached to Directorate of Agriculture  
 Assam, Khanapara, Guwahati-72

Executive Engineer/Assistant Executive Engineer (Agri)