

**GOVT. OF ASSAM
DIRECTORATE OF AGRICULTURE
KRISHI BHAWAN: KHANAPARA: GUWAHATI-22**

No. AGRI/APART/Estt/Pt-III/2021-22/47

Dated:08/07/2022

Draft Terms of Reference (ToR)

for

**Office Support Staff (OSS) to be placed at Operational Project Implementation Unit (OPIU), Agri.,
APART, Directorate of Agriculture, G.S. Road, Khanapara, Guwahati- 781022**

A. BACKGROUND & OBJECTIVES OF THE PROJECT

1) The Government of Assam (GoA) through Government of India (GoI) has received loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART. For smooth implementation of the APART project, different OPIUs have been set up at the Directorate/Commissionerate levels. Directorate of Agriculture, Assam, G.S. Road, Khanapara, Guwahati - 781022 now intends to hire **one (1) Office Support Staff (OSS)** to be placed at the OPIU, Agri., APART on purely contractual basis.

B. OBJECTIVES OF THE ASSIGNMENT & SCOPE OF POSITION

- 1) The OSS shall be responsible for opening and closing of the OPIU-Agri. cell with proper cross checking before leaving;
- 2) The OSS shall be responsible for the affairs of housekeeping of the OPIU-Agri. cell like cleaning of floors, shelves, furniture, desk, office equipment, etc. ;
- 3) The OSS shall collect and dispatch letters, parcels, etc, related to OPIU-Agri. cell from concerned offices;
- 4) The OSS shall manage the incoming of letters/documents and handover to concerned officials/staff of OPIU-Agri. cell;
- 5) The OSS shall be responsible for bank related works;
- 6) The OSS shall be responsible to keep office files, records, etc., in proper manner;
- 7) The OSS shall keep a record of stationery items;
- 8) The OSS shall ensure confidentiality on matters related to OPIU- Agri. cell;
- 9) The OSS shall have ability to work well under limited supervision & constrained time frame;
- 10) Any other work assigned by the Nodal Officer/Alternate Nodal Officer, OPIU-Agri cell;

C. QUALIFICATIONS, EXPERIENCE, AGE ETC.

- 1) **Educational Qualification:** Candidates should be minimum 12th pass from a recognized educational board.
- 2) **Language:** Fluency in Assamese is essential along with minimum knowledge of English & Hindi.
- 3) **Experience:** Minimum Seven (7) year of experience in similar capacity in a government organization or reputed private sector.
- 4) **Skills:**
 - Good interaction abilities and professional personal display;
 - Should be sincere, and trustworthy;
 - Computer knowledge would be an added advantage.

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5) **Age:** Age of the candidate should not be more than **35 years** as on **1st June, 2022**.

D. DURATION OF CONTRACT, NOTICE PERIOD, OFFICE HOURS, ETC.

- 1) The tenure of **OSS** is intended for a period of 11 (eleven) months. However, continuity of the **OSS** beyond 11 (eleven) months from the date of signing the agreement will depend upon his/her performance.
- 2) The contract with **OSS** may be terminated by either side at any point of time during the contractual period by serving a 30-day notice without assigning any reason and without thereby incurring any liability to the Director of Agriculture, Assam. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART project's closing date. The Directorate of Agriculture, Assam shall not undertake any responsibility for subsequent deployment of the **OSS**.
- 3) The **OSS** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent.
- 4) The **OSS** will have to serve the project on full time basis, i.e., working hours from 9:30 A.M. to 5:00 P.M. on all working day.

E. REMUNERATION, PAYMENT TERMS & LEAVE

- 1) The consolidated fixed remuneration of the OSS shall be **Rs. 15,000/- (Rupees Fifteen Thousand only)** per month inclusive of performance linked incentives.
- 2) 87% of the remuneration would be paid as fixed salary while 13% would be linked to performance. The remuneration may be enhanced on an annual basis as per the prevailing project rules.
- 3) Travelling expenses for approved official visits within Guwahati city will be reimbursed as per prevailing project rules.
- 4) The provisions of leave would be as per prevailing project rules.

F. REPORTING & PERFORMANCE REVIEW

- 1) The **OSS** shall report to the Nodal Officer of the OPIU, Agri. The Nodal Officer of OPIU, Agri., will evaluate the performance of the OSS.

G. DECLARATION OF RESULT

- 1) The result of the successful candidate shall be sent on the e-mail id provided by the candidate.