

**Government of Assam**  
**Directorate of Agriculture**

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

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**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 going is implementing the Projects under RIDF 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 **(3) Soil Testing Laboratory** and **(4) Development of Knowledge Centers** in 79 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, additional manpower in the **Directorate of Agriculture (HQ)** on contractual basis is proposed to be engaged as follows:

<b>Sl. No.</b>	<b>Name of the Position</b>	<b>Number of Position</b>
1	Project Manager	1 (One)
2	Assistant Engineer	1(One)
3	Junior Engineers	2 (Two)
4	Data Managers	2 (Two)
5	Accounts Officer	1(One)

**B: 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.

**C: Roles of Responsibilities**

**1. Project Manager to be engaged at the Director of Agriculture (HQ) will be as:**

- i) To work under the direction of Chief Engineer, Agriculture and Nodal Officer, RIDF.
- ii) To be responsible for overall management of the projects.
- iii) To maintain smooth coordination between stakeholders of the Projects.
- iv) To scrutiny/estimation of civil works as per provision of schemes.
- v) To render detail scrutiny of project estimates.
- vi) To prepare and scrutiny of bid documents.
- vii) To keep liaison with project consultants and District Engineers.
- viii) To deliver services for effective monitoring of various activities under the Projects.

- ix) To prepare reports and relevant paper works.
- x) To participate in workshop, seminar, meetings etc., related to the Projects along with presentation of relevant papers.
- xi) To visit any districts under the Projects if required.
- xii) The Project manager 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.
- xiii) Any other task as and when assigned by the Chief engineer, Agriculture and Nodal Officer, RIDF.

**2. Assistant Engineer to be engaged at the Director of Agriculture (HQ will be as:**

- To work under the supervision of the Chief engineer, Agriculture and Nodal Officer, RIDF
- To be responsible for overall Supervision of the Projects
- To maintain smooth co-ordination between stake holders of the Projects.
- To prepare reports and relevant paper works.
- To participate in workshop, seminar, meeting etc. related to the Projects along with presentation of relevant papers.
- To visit any districts under the Projects if required. (Specially construction of Soil Testing Laboratory and Establishment of Knowledge Centres at Districts of Assam).

**3. Junior Engineers to be engaged at the Director of Agriculture (HQ will be as:**

- To work under the supervision of the Chief engineer, Agriculture and Nodal Officer, RIDF.
- To deliver services for technical assistance in activities under the projects.
- To prepare reports and relevant paper works.
- 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.
- To prepare engineering reports by collecting, analyzing, and summarizing data and trends; entering data and generating reports and presentations; performing calculations.
- To determine engineering requirements by conducting inspections and analytical tests; analyzing and synthesizing data; maintaining control charts; determining root causes; preparing bid specifications.
- To resolve engineering problems by collecting and analyzing information; researching, analyzing, adapting, and modifying engineering techniques; recommending solutions; preparing drawings, schematics, and diagrams; evaluating components, materials, and suppliers; resolving design integration issues; developing specifications and safety standards; performing installations.
- To verify engineering applications by conducting tests and inspections; building and analyzing models and simulations; conducting laboratory experiments and measurements.

- To attend awareness camp, visit installation site of STW/SPV system record measurement of work done and preparation of Bill/Progress report.
- To meet the cost standards by preparing cost-benefit analyses; tracking and reporting expenses.
- To comply with codes and regulations by complying with requirements; preparing permit applications, plans, and compliance reports.
- To prepare guidelines by describing operational and testing methods and procedures.
- To maintain and improve quality results by completing quality assurance tests; following standards; studying, evaluating, and re-designing processes; implementing changes.
- To ensure operation of analytical equipment by calibrating equipment; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Any other tasks as and when assigned by the Chief engineer, Agriculture and Nodal Officer, RIDF.

**4. Data Managers to be engaged at the Director of Agriculture (HQ) will be as:**

- To work under the direction of the Chief engineer, Agriculture and Nodal Officer, RIDF.
- To ensure confidentiality, database management of all incoming and outgoing important official documents to other departments.
- To ensure effective mail management; receiving and sending (letters, faxes, e-mail), taking prints of mails and putting up in relevant files in consultation with and as authorized by the Chief engineer, Agriculture and Nodal Officer, RIDF.
- To be well versed with Power Point Presentation, MS Office. V-look up, Pivot Table, Dashboard etc. and any other computer applications which will be essential for day to day activities.
- To upload database of beneficiaries in the 'MIS Portal for installation of STW under RIDF.
- To coordinate with the District Engineers for data management.
- Any other task as and when assigned by the Chief engineer, Agriculture and Nodal Officer, RIDF.

**5. Accounts Officer to be engaged at the Director of Agriculture (HQ) will be as:**

- To work under the direction of the Chief engineer, Agriculture and Nodal Officer, RIDF.
- To be responsible for overall accounts of individual Projects in traditional as well as digital form using appropriate software.
- To prepare budget proposal, requisition for fund, reconciliation with bank accounts.
- To keep liaison with DDOs and reconciliation of accounts matter.
- 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.

**D: Period of Assignment:**

- The engagement is purely on contractual basis and offered initially for a period of **11(eleven) months** and further extendable from time to time on satisfactory performance for the remaining period of the project. After completion of each year, a provision of enhancement on monthly remuneration of previous year may be considered. The maximum tenure will be coterminous.
- 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.
- The assignment may be terminated at any time within **30 (thirty) days notice** by the Department without assigning any reason and without thereby incurring liability to the Government of Assam.
- 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: Qualification, Experience and Remuneration:****Table-A**

Particulars			Minimum eligibility criteria			
Sl. No	Name of the contractual position	No. of positions	Qualification	Experience	Age as on 1st November' 2021	Remuneration
1.	Project Manager at Directorate of Agriculture (HQ),Khanapara	1	Degree or Diploma in Agricultural/Civil/ Engineering	Retired Officer of Agriculture Deptt. Or any other line Deptt. Govt. of Assam (not below the rank of AEE (Agri))	Less than 65 years	Rs.30000/-per month
2.	Assistant Engineer at Directorate of Agriculture (HQ), Khanapara	1	Degree or Diploma in Agril/ Civil Engineering	Retired officer of Agriculture Deptt., Govt. of Assam not below the rank of Assistant Engineer will be given preference.	Less than 65 years	Rs.23000/-per month
3.	Junior Engineer at Directorate of Agriculture (HQ),Khanapara	2	1. Diploma in Civil/Agril. Engineering 2. Certificate in AutoCAD and MS Office (Will be given preference)	1 Years of relevant experience	20-30 Years	Rs.18000/-per month

4.	Data Manager at Directorate of Agriculture (HQ),Khanapara	2	Bachelor or Master in Computer Application (BCA/MCA)	1 Year of relevant experience	25-30 Years	Rs.16000/-per month
5.	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 relevant field	25-35 years	Rs. 16000/- per month

### **Terms & Conditions:**

- 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.
- On selection of the contractual employees, an agreement shall be executed with the employer.
- The contractual employee shall not assign or sub-contract, in whole or in part, its obligations to perform the Contract.
- The contractual employee will have to attend office regularly in office working hours.
- 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.
- Transportation facility for official tours outside the HQ will have to arrange by the contractual employees themselves. However, TA/DA will be reimbursed as per the norms of the respective Department.
- No services or facilities other than those mentioned above shall be executed.

### **F: Interview and Selection Modalities:**

- i) Advertisement should be published in local News Paper for invitation of application from eligible candidate in prescribes format at Annexure-1. .
- 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 Chief Engineer, Agriculture, Assam, Khanapara, Guwahati-22, during office hours within 15/11/2021. 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.
- 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 the basis of recommendation of the Interview Board.
- xii) 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.
- xiii) Minutes of Interview Board must be submitted to the Chief Engineer, Agriculture, Assam, Khanapara, Ghy-22 within 7 days from the date of interview conducted, approval and appointment.

**G: Constitution of Interview Board:**

Following interview boards are constituted for conduct of Walk-in-Interview for engagement of contractual employees:

(A) Directorate Level		
Sl. No	Designation	Position
1	Chief Engineer Agriculture, Assam	Chairman
2	Executive Engineer, Directorate of Agriculture	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

-Sd/-  
**Superintending Engineer, Agri &  
N.O. RIDF, Directorate of Agriculture  
Assam, Khanapara, Guwahati**

-Sd/-  
**Director of Agriculture, Assam  
Khanapara, Guwahati-22**