



MSG-1

DIRECTORATE OF RESEARCH
ASSAM AGRICULTURAL UNIVERSITY::JORHAT- 785 013

No: AAU/DRA(E)/APART/F-107/22/.....Dated:.....

Advertisement No: DR(A)/04, 2023.

A walk-in-Interview for selection of suitable candidates for the following contractual posts under APART (the project will terminate on September, 2024) will be held in the Directorate of Research(Agri.), AAU, Jorhat-13. Intending candidates having requisite qualifications may report and submit application in the prescribed format enclosed along with self attested copies of certificates, marksheets and other testimonials as per date and time mentioned below. The candidates shall bring original certificates/documents for verification at the time of interview.

Sl.No.	Name of the Posts with number and place of posting	Minimum Educational Qualifications & Professional Experience	Remuneration	Date and time of Interview
01	Assistant Project Scientist (GIS) -02 nos. on various locations of Assam.	Educational Qualification: The applicant must possess Bachelor's degree in allied subject with Specialization in GIS/ Remote Sensing related fields. Working Experience: At least one year experience in handling GIS/ Remote Sensing related work in any public/private sector organization.	Gross @ Rs.30,000/- per month deductible amount 10% as per ToR. Initially @ Rs. 27,000/- (consolidated)/pm.	Date: 30.06.23 from 9.30 AM onwards.
02	Assistant Project Scientist- 02 nos. on various locations of Assam.	Educational Qualification: The applicant must possess Bachelor's degree in Agriculture/Horticulture Working Experience: At least one year working experience in the required field including basic knowledge of agriculture, extension techniques and rice value chain.	Gross @ Rs.30,000/- per month deductible amount 10% as per ToR. Initially @ Rs. 27,000/- (consolidated)/pm.	Date: 30.06.23 from 11.30 AM onwards.
03	*Assistant Project Scientist (AAU supported CIP/World Veg activity)- 03 nos. on various locations of Assam.	Educational Qualification: The applicant must possess Bachelor's degree in Agriculture/ Horticulture. Working Experience: At least one year working experience in the required field including basic knowledge of agriculture, extension techniques and vegetable & potato value chain.	@Rs. 30,000/- per month (fixed)	Date: 30.06.23 from 2.00 PM onwards.

*Remuneration as per the Vegetable & Potato ToR.

Encl: 1. Prescribe format of the Application.
2. ToR of the posts.

Sd/-Mrinal Saikia
Director of Research(Agri.)
Assam Agricultural University
Jorhat-13

Memo No: AAU/DRA(E)/APART/F-107/22/.....⁷⁹⁵⁹⁻⁷⁰.....Dated:.....^{22/06/23}.....
Copy forwarded to

1. The Secretary to the Hon'ble Vice-Chancellor, AAU, Jorhat-13.
2. The State Project Director, ARIAS Society, Guwahati-22.
3. The Registrar, AAU, Jorhat-13.
4. The Comptroller, AAU, Jorhat-13.
5. The Nodal Officer, OPIU_APART, DoR(Agri.), AAU, Jorhat-13.
6. The Alt. Nodal Officer, OPIU_APART, DoR(Agri.), AAU, Jorhat-13.
7. The Project Coordinator, OPIU_APART, DoR(Agri.), AAU, Jorhat-13.
8. The System Administrator, AKMIT Cell, AAU, Jorhat. He is requested to take action to publish the above mentioned Advertisement in the AAU's website.
9. The Administrative Officer, DoR(Agri.), AAU, Jorhat-13.
10. The Assistant Comptroller, DoR(Agri.), AAU, Jorhat-13.
11. Accounts Manager, APART, DoR(Agri.), AAU, Jorhat-13.
12. Office Copy.

Amir
Director of Research(Agri.)
Assam Agricultural University
Jorhat-13

APPLICATION FORM FOR THE CONTRACTUAL POSITION OF.....

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name :**
3. **Mother's Name :**
4. **Gender:**
5. **Nationality** (attach a copy of evidence):
6. **Permanent Postal Address** (attach a copy of evidence):
7. **Police Station:**
8. **Current Address:**
9. **Mobile No.:**
10. **Mobile No. (Whats App messenger) :**
11. **Email ID :**
12. **Date of Birth** (attach a copy of evidence)(dd/mm/yyyy):
13. **Age** (As on 1st June, 2023) : ____Years ____ month(s).
14. **Current Designation:**
15. **Current Employer's Full Address with contact email and phone number:**
16. **Educational Qualification (attach a copies of certificates):**



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	HSLC					
2.	H.S					
3.	Graduation					
4.	Post Graduation					
5.	Others (if any)					

17. **Training details relevant to the position applied (attach copies of certificates):**

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

18. Total Professional Experience:.....Years.....months (s)

19. Details of Professional Experience (Starting from latest **) (attach copies of experience certificates) :

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided

*** Attach latest salary certificate.*

20. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

Add tables as required

21. Works/ Activities undertaken that best illustrates suitability for the position applied for:

Name of Assignment or Project:	
Year(s): <i>(from - to)</i>	
Employer:	
Main Features of the Project/ assignment:	
Position held:	
Activities Performed/Services Provided: (Maximum 250 words)	

22. Languages Proficiency : (Please tick √)

Sl.	Language	Read	Write	Speak

23. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average

24. Name and Addresses of two persons from whom we may seek reference about you : (The two persons must not be related to you and must have interacted with you for more than two years in a professional and / or academic capacity during the last five years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

25. Do you have any Criminal or corruption charges against you ? (If yes furnish details)

26. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law ?(If yes furnish details)

27. Have you ever been discharged forced to resign from any position?(If yes furnish details)

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AAU/ARIAS Society to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AAU/ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :

Place :

Signature of the Candidate

ASSAM AGRICULTURAL UNIVERSITY
Operational Project Implementation Unit (OPIU) of the World Bank Financed
Assam Agribusiness and Rural Transformation Project (APART)

Directorate of Research, AAU, Jorhat-785001 (Assam, India)
Tel: +91 0376 234 0001; Fax: 0376-2310831; Website: www.aau.ac.in; Email: apartaau@aau.ac.in

Draft Terms of Reference (ToR) for engagement of Assistant Project Scientist - Agronomy/ Seed/ Post-Harvest Management (PHM) in the IRRI-APART Partnership

(A) BACKGROUND & OBJECTIVES OF THE PROJECT

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex state level coordinating and monitoring agency for the project. For smooth implementation of the project activities, at the State level, Operational Project Implementation Units (OPIUs) have been established and at District level, District Level Coordination Committees (DLCCs) have been notified. Assam Agricultural University (AAU) is one of the major implementing agencies in the Project and an OPIU has been established at AAU, Jorhat. OPIU-AAU, now intends to engage **two(2) Assistant Project Scientists (APSS) in Agronomy/Seed/Post Harvest Management (PHM)** on contractual basis to be placed in the APART districts under OPIU _ Assam Agricultural University, APART for the collaborative work under IRRI-APART partnership.
2. The Project Development Objective (PDO) of APART is “add value and improve resilience of selected agri value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. The project will achieve the PDO by: (i) promoting investments in agri-enterprises, reducing the business and transaction costs, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; (ii) supporting the development of a modern agri supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producers’ access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a clusters and value chain approach.
4. There are four components of APART. **The first component-A is Agri-enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment fund (iv) establishing stewardship councils. **The second component-B is Facilitating Agro Cluster Development** with sub-components being- (i) Support establishment of cluster level Industry Associations (IAs), (ii) Supply chain infrastructure support to establish a modern supply chain. **The third component-C is Fostering Market Led Production and Resilience Enhancement** with sub components being (i) Promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence & product aggregation (iii) Facilitating access to and responsible use of financial services. **The fourth component-D is project Management, Monitoring and Learning.**
5. An agreement has been signed between IRRI and APART wherein IRRI would support the APART in rice value chain interventions, particularly on the assignment titled “Increasing Productivity and Profitability of Small and Marginal Farmers in Rice-Based Cropping Systems”. In this regard, IRRI would be closely working with Assam Agricultural University (AAU) and Directorate of Agriculture, Assam. The work under AAU in rice value chain of APART would be carried out mainly at the Krishi Vigyan Kendras (KVKs)¹, Regional Agricultural Research Stations (RARSs)² and Horticultural Research Station (HRS),

¹ KVKs: Dhubri, Kokrajhar, Barpeta, Nalbari, Kamrup, Sonitpur, Nagaon, Morigaon, Darrang, Lakhimpur, Cachar, Karbi Anglong, Golaghat, Jorhat, Sivsagar

² RARSs: Gossaigaon, Lakhimpur, Nagaon, Titabar and Diphu

Kahikuchi while the work under Directorate of Agriculture in rice value chain of APART would be carried out mainly at District Agricultural Technology Management Agencies (ATMAs)³. IRRI's support to APART would be in terms of technical consulting for "Increasing Productivity and Profitability of Small and Marginal Farmers in Rice-Based Cropping Systems." There are four objectives for the above mentioned consultancy assignment i.e. i) Strengthening seed systems and the adoption of high-yielding stress-tolerant rice varieties, ii) Raising productivity, profitability, and resource-use efficiencies of rice-based cropping systems in Assam through improved crop and natural resource management and scale-appropriate mechanization and a supporting service economy, iii) Strengthening postharvest management by introducing improved practices, including postharvest mechanization and supporting a service economy to reduce losses, increase efficiency and profitability, and improve the rice value chain, and iv) Developing extrapolation domains of cropping systems for efficient targeting of technologies in low-productivity rice-fallows and stress-prone areas.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

6. The APS- Agron/Seed/PHM will oversee, implement and monitor multiple day to day activities to support experiments, demonstrations, Head to Head trials, surveys and other research studies related to adoption impact and dissemination of stress tolerant rice varieties, better bet agronomy practices and improved post-harvest technologies.
7. **Key Job Responsibilities include the following:**
 - a. Coordination & execution of day to day activities in the four objectives of the assignment under supervision of KVK & RARS Scientists/ Directorate of Agri. (DOA)/ ATMA officials/ IRRI specialists.
 - b. Coordinate with Research Technicians, Collaborators, Enumerators / Contract workers for activities and provide guidance as necessary to ensure quality standards
 - c. Monitor seed delivery in selected geographies, with the implementing partners, timely execution of trials & demonstrations, seed quality/germination, varietal performance, pests & disease, stress conditions, obtaining community and stakeholders' feedback at regular intervals
 - d. Maintaining allocated district wise data and statistics, progress for planned activities etc.
 - e. Ensure timely execution of all the extension, development and research activities on improving adoption and impact of rice varieties, agronomic practices and farm machinery at field level
 - f. Organize and coordinate trainings, exposure visits, and awareness creation meetings for farmers / extension workers with the help of implementing partners and resource persons
 - g. Ensure collection and maintaining of field data by using appropriate and recommended tools
 - h. Manage and monitor supply inventory at districts along with maintenance and repair survey tools
 - i. Regularly reporting to the project scientists, IRRI scientists, AAU scientists or DoA/ATMA officials on the progress, requirements and feedbacks from field/districts/allocated blocks
 - j. Organize meetings with various stakeholders to discuss, streamline and implement various activities
 - k. Engagement with various stakeholders including NGOs, and those in the Public/Private sector, input suppliers and other agencies/corporations.
 - l. Support other sub project leads, subject matter experts for field experiments and data collection
 - m. Contribute to the development of training materials, newsletters and local media coverage
 - n. Need based travel to project locations & HQ with the approval of Reporting Official(s).
 - o. Any other related task of assigned by the Reporting Official(s).

(C) ESSENTIAL QUALIFICATIONS, EXPERIENCE AND SKILL SET

8. **Educational Qualification:** The APS- Agron/Seed/PHM must possess Bachelor's degree in Agriculture/Horticulture.
9. **Work Experience:** Sufficient working experience in the required field including basic knowledge of agriculture, extension techniques and rice value chain.
10. **Computer Skills:** The APS- Agron/Seed/PHM must have operating knowledge of MS office package.
11. **Language:** Fluency in English
12. **Desirable Qualifications, Experience, Skills etc:**
 - a. Working knowledge of Hindi and local language(s)

³ ATMAs: Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari (undivided Districts as of 1st April, 2016).

- b. Good social, analytical and planning skills; evincing initiative and foresight, synthesis, organization and personal dynamism,
 - c. Self-motivated; possessing ability to work independently as well as in teams.
13. **Age:** Age of the candidate should **not be less than 21 years as on 1st January, 2023.**

(D) DURATION OF THE ASSIGNMENT, NOTICE PERIOD, TERMINATION ETC.

- 14. The contract period of the **APS- Agron/Seed/PHM** is intended initially for a period of one (1) year only. However, the period **may be extended upto completion of the project in September, 2024.**
- 15. The contract with **APS- Agron/Seed/PHM** may be terminated by either side at any time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the IRRI/ AAU/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature. The IRRI, AAU, ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent employment.
- 16. The **APS- Agron/Seed/PHM** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. **APS- Agron/Seed/PHM** will have to serve the project on full time basis. He/she will provide services from the respective station of AAU

(E) REMUNERATION, PAYMENT TERMS, LEAVE ETC

- 17. The **APS- Agron/Seed/PHM** will be offered a consolidated fixed monthly remuneration of Rs. 30,000/- (Thirty thousand only). This will be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at place of posting, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. *90% of the remuneration would be paid as fixed salary while 10% would be linked to performance.*
- 18. Travelling, Boarding & Lodging expenses for approved official tours outside his/her H.Q. will be reimbursed as per prevailing project rules.
- 19. The **APS- Agron/Seed/PHM** will be eligible for a paid Leave of twelve working days in the year, excluding one day of restricted holiday

(F) REPORTING AND PERFORMANCE REVIEW

- 20. The **APS- Agron/Seed/PHM** will report to the concerned IRRI Scientist and Nodal Officer/Alternate Nodal Officer of OPIU-AAU and OPIU-Agri on a day to day basis. On a periodic basis the **APS- Agron/Seed/PHM** will report to Resident Consultant IRRI and Head of OPIU- AAU and Head of OPIU-Agri as the case may be. The performance of **APS- Agron/Seed/PHM** will be reviewed by Team Leader, APART, IRRI and Head of OPIU-AAU/ OPIU-Agri as the case may be, with inputs from the reporting officials of **APS- Agron/Seed/PHM** and a consolidated quarterly report shall be submitted to the ARIAS Society by the OPIU- AAU for placing before the Chairman, Governing Body, ARIAS Society & Agriculture Production Commissioner.

(G) FACILITIES TO BE PROVIDED TO THE APS- AGRON/SEED/PHM

- 21. The **APS- Agron/Seed/PHM** will be provided access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. He/She will be provided with shared office space along with computer, printer, computer/office consumables, and internet access in the respective. The **APS- Agron/Seed/PHM** however will not be provided with any clerical assistance.

Note: This is a draft ToR and SPD, ARIAS Society/Head of OPIU-AAU reserves the right to change, update or modify this ToR at any stage till recruitment process is completed

ASSAM AGRICULTURAL UNIVERSITY
Operational Project Implementation Unit (OPIU) of the World Bank Financed
Assam Agribusiness and Rural Transformation Project (APART)

Directorate of Research, AAU, Jorhat-785001 (Assam, India)
Tel: +91 0376 234 0001; Fax: 0376-2310831; Website: www.aau.ac.in; Email: apartaau@aau.ac.in

**Draft Terms of Reference (ToR) for engagement of Assistant Project Scientist-GIS
in the IRRI-AAU collaborative work of APART**

(A) BACKGROUND & OBJECTIVES OF THE PROJECT

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex state level coordinating and monitoring agency for the project. For smooth implementation of the project activities, at the State level, Operational Project Implementation Units (OPIUs) have been established and at District level, District Level Coordination Committees (DLCCs) have been notified. Assam Agricultural University (AAU) is one of the major implementing agencies in the Project and an OPIU has been established at AAU, Jorhat.
2. The Project Development Objective (PDO) of APART is “add value and improve resilience of selected agri value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. The project will achieve the PDO by: (i) promoting investments in agri-enterprises, reducing the business and transaction costs, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; (ii) supporting the development of a modern agri supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producers’ access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a clusters and value chain approach.
4. There are four components of APART. **The first component-A is Agri-enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment fund (iv) establishing stewardship councils. **The second component-B is Facilitating Agro Cluster Development** with sub-components being- (i) Support establishment of cluster level Industry Associations (IAs), (ii) Supply chain infrastructure support to establish a modern supply chain. **The third component-C is Fostering Market Led Production and Resilience Enhancement** with sub components being (i) Promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence & product aggregation (iii) Facilitating access to and responsible use of financial services. **The fourth component-D is project Management, Monitoring and Learning.**
5. An agreement has been signed between IRRI and APART wherein IRRI would support the APART in rice value chain interventions, particularly on the assignment titled “Increasing Productivity and Profitability of Small and Marginal Farmers in Rice-Based Cropping Systems”. In this regard, IRRI would be closely working with Assam Agricultural University (AAU) and Directorate of Agriculture, Assam. The work under AAU in rice value chain of APART would be carried out mainly at the Krishi Vigyan Kendras (KVKs)¹, Regional Agricultural Research Stations (RARSs)² and Horticultural Research Station (HRS), Kahikuchi while the work under Directorate of Agriculture in rice value chain of APART would be carried out mainly at District Agricultural Technology Management Agencies (ATMAs)³. IRRI’s support to APART would be in terms of technical consulting for “Increasing Productivity and Profitability of

¹ KVKs: Dhubri, Kokrajhar, Barpeta, Nalbari, Kamrup, Sonitpur, Nagaon, Morigaon, Darrang, Lakhimpur, Cachar, Karbi Anglong, Golaghat, Jorhat, Sivasagar

² RARSs: Gossaigaon, Lakhimpur, Nagaon, Titabar and Diphu

³ ATMAs: Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari (undivided Districts as of 1st April, 2016).

Small and Marginal Farmers in Rice-Based Cropping Systems.” There are four objectives for the above mentioned consultancy assignment i.e. i) Strengthening seed systems and the adoption of high-yielding stress-tolerant rice varieties, ii) Raising productivity, profitability, and resource-use efficiencies of rice-based cropping systems in Assam through improved crop and natural resource management and scale-appropriate mechanization and a supporting service economy, iii) Strengthening postharvest management by introducing improved practices, including postharvest mechanization and supporting a service economy to reduce losses, increase efficiency and profitability, and improve the rice value chain, and iv) Developing extrapolation domains of cropping systems for efficient targeting of technologies in low-productivity rice-fallows and stress-prone areas.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

6. The APS-GIS will assist in collecting primary and secondary data and prepare spatial layers/database in standard formats with regards to extrapolation domains module under the IRRI consulting assignment.
7. **Key Job Responsibilities** include the following:
 - a. Assist in downloading satellite data and pre-processing of various satellite datasets.
 - b. Collection of primary and secondary data and prepare spatial layers/ database in standard formats.
 - c. Collection of ground coordinates for validation of intermediate and final output spatial layers.
 - d. Assist in conducting survey, monitoring of field experiments and collection of associated datasets
 - e. Ensure collection and maintaining field data by using appropriate and recommended tools
 - f. Maintain and repair survey tools and also manage supply inventory
 - g. Collection, recording, compiling, encoding and proofreading data as required
 - h. Ensuring storage, archiving and backup procedure are implemented and followed
 - i. Meet with supervisors/project leaders and/ or collaborators to update the work done on specific research areas
 - j. Engagement with various stakeholders including NGOs Public private sectors, seed certification companies and suppliers
 - k. Other sub project leads, subject matter experts for field experiments and data collection
 - l. Converting encoded data into database as needed
 - m. Contribute to the development of training materials and newsletters
 - n. Any other related task of APART assigned by the Reporting official(s).

(C) ESSENTIAL QUALIFICATIONS, EXPERIENCE AND SKILL SET

8. **Educational Qualification:** The APS-GIS must possess Bachelor’s degree in Agriculture or related field. However, preference will be given to candidates having degree in GIS/ Remote Sensing related fields.
9. **Working Experience:** Sufficient experience in handling GIS/ Remote Sensing related work in any public/private sector organization
10. **Computer Skills:** The Assistant Project Scientist must have operating knowledge of MS office package, GPS and GIS & remote sensing software’s (ARCGIS and ERDAS), tools and other related applications.
11. **Language:** Fluency in English
12. **Desirable Qualifications, Experience, Skills etc:**
 - a. Able to accomplish the assigned tasks independently with little guidance
 - b. Experience with providing training on farming techniques
 - c. Experience of handling the Tools and software’s related to remote sensing
 - d. Knowledge of Hindi and local language(s)
 - e. Possessing good social, analytical and planning skills; evincing initiative, synthesis, organization and personal dynamism,
 - f. Self-motivated individual; should be able to lead the team as well work as a part of the team.
13. **Age:** Age of the candidate should **not be less than 21 years as on 1st April, 2023.**

(D) DURATION OF THE ASSIGNMENT, NOTICE PERIOD, TERMINATION ETC.

14. The contract period of the **APS-GIS** is intended initially for a period of one (1) year only. However, the period **may be extended upto completion of the project in September, 2024.**
15. The contract with **APS-GIS** may be terminated by either side at any time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the IRRI/ AAU/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature. The IRRI, AAU, ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent employment.
16. The **APS-GIS** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. **APS-GIS** will have to serve the project on full time basis. He/she will provide services from the respective station of AAU.

(E) REMUNERATION, PAYMENT TERMS, LEAVE ETC

17. The **APS-GIS** will be offered a consolidated fixed monthly remuneration of Rs. 30,000/- (Thirty thousand only). This will be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at place of posting, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. *90% of the remuneration would be paid as fixed salary while 10% would be linked to performance.*
18. Travelling, Boarding & Lodging expenses for approved official tours outside his/her H.Q. will be reimbursed as per prevailing project rules.
19. The **APS- GIS** will be eligible for a paid Leave of twelve working days in the year, excluding one day of restricted holiday.

(F) REPORTING AND PERFORMANCE REVIEW

20. The **APS-GIS**, placed at AAU Jorhat will report to the Project Scientists-GIS, AAU and Nodal Officer/Alternate Nodal Officer, OPIU-AAU, APART on a day to day basis. The **APS-GIS** placed at Guwahati will report to the Project Scientists-GIS, Guwahati and Nodal Officer, OPIU-Agri, APART, on a day to day basis. On a periodic basis, **APS-GIS** will report to Resident Consultant, IRRI and the concerned GIS Scientist of IRRI. The performance of **APS-GIS** will be reviewed by Team Leader, APART, IRRI and Head of OPIU-AAU/ OPIU-Agri as the case may be, with inputs from the reporting officials of **APS-GIS** and a consolidated quarterly report shall be submitted to the ARIAS Society by the OPIU- AAU for placing before the Chairman, Governing Body, ARIAS Society & Agriculture Production Commissioner.

(G) FACILITIES TO BE PROVIDED TO THE APS-GIS

21. The **APS-GIS** will be provided access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. He/She will be provided with shared office space along with computer, printer, computer/office consumables, and internet access in the respective office at Jorhat or Guwahati as the case may be. The **APS-GIS** however will not be provided with any clerical assistance.

Note: This is a draft ToR and SPD, ARIAS Society/Head of OPIU-AAU reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.

ASSAM AGRICULTURAL UNIVERSITY
Operational Project Implementation Unit (OPIU) of the World Bank Financed
Assam Agribusiness and Rural Transformation Project (APART)
Directorate of Research, AAU, Jorhat-78013
Website: www.aau.ac.in; Email: apartaau@aau.ac.in

Draft Terms of Reference (ToR) for engagement of Assistant Project Scientist in the Vegetable and Potato Value Chain Programme:

Project background:

World Bank financed Assam Agribusiness and Rural Transformation Project (APART): The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, a coordinating agency for the project intends to recruit **3 Assistant Project Scientist (APS)** on contractual basis to be placed **in 3 districts** (one in each district) & need based transferable outside districts for a period of 12 (twelve) months.

Scope of Position

The Assistant Project Scientist will oversee, implement and monitor day to day activities to support vegetable trials conducted under different KVKs and Research stations of AAU under APART project DoH & FP, evaluation of different vegetable trials for crops like Cabbage, cauliflower, Tomato etc, exploration and evaluation of new technologies and varieties (particularly those climate resilient) trials and other research studies related to adoption impact, dissemination of vegetable varieties.

Essential Qualifications, Experience and Skill Set

- 1. Educational Qualification:** The APS must possess Bachelor's Degree in Agricultural Sciences.
- 2. Desirable Working Experience:** The APS should preferably have 1 years of relevant /similar work experience in project implementation.
- 3. Computer Skills:** The APS must have operating knowledge of MS office package, online tools for reporting.
- 4. Language:** Assamese, Basic English and Hindi
- 5. Desirable Qualifications, Skills etc:**
 - a. Working knowledge of agriculture, rural development and field activities.
 - b. Experience in providing training on farming techniques to rural clients and related stakeholders
 - c. Knowledge of Assamese.
 - d. Good social, analytical and planning skills; the candidate must show initiative, organizational and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.

Age: Age of the candidate should not be more than 35 years as on 1st June, 2023, age relaxation according to university term & conditions

Key Job Responsibilities include the following major activities under the project:

1. Coordination in implementation of day to day activities of vegetable value chain under the project
2. Coordination of various activities and operations in the assigned KVKs and Research station.
3. Coordination with district agricultural officers, KVK scientists, collaborators, enumerators/ contract workers, on day to day activities and provide guidance as necessary to ensure quality standards.

4. Monitor seed delivery in selected geography, timely execution of trials & demonstrations, varietal performance, pests & disease, & stakeholder feedback at regular intervals
5. Ensure collection, maintenance and analysis of field data by using appropriate and recommended tools.
6. Manage and monitor supply inventory at districts.
7. Regular reporting to project scientist on the progress, requirements and feedbacks from field
8. Organize meetings with various stakeholders like NGOs, Public private sector, companies and suppliers including seed certification officers to streamline and implement various activities
9. Meet with supervisors/project leaders and/ or collaborators to update the work done on specific research areas
10. Timely execution of planned trials, demonstrations and events
11. Contribute to the development of training materials and newsletters
12. Any other related task of APART Project assigned by his/her senior concerned officer.

Duration of assignment:

The contract period of the APS is initially intended for a period of 12(twelve) months. However, the period **may be extended upto completion of the project in September, 2024**. The Resignation/Termination shall be as per the HR Policy of AAU.

Remuneration and payment terms:

1. The APS will be offered a consolidated fixed monthly compensation of Rs. 30,000/- (Thirty thousand) only. This will be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at respective district, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws.
2. Travelling, Boarding & Lodging expenses for approved official tours outside his/her H.Q. will be reimbursed as per HR Policy of AAU Society.
3. The APS will be eligible for a paid Leave of twelve working days in the year, or according to the university norms.

Facilities to be provided by the client: AAU will -

1. Give access to all the required documents, correspondence, and any other information associated with the project, as deemed necessary.
2. The APS will be placed at KVKs of the assigned district by AAU.
3. The APS will have to arrange his/her own conveyance facility for attending the office.

Reporting:

The APS placed at District level will report to the Head KVK, AAU, on a day to day basis.

APPLICATION FORM FOR THE POSITION OF.....

1. **Full Name**(In Block Letters):
2. **Gender:**
3. **Nationality** (attach a copy of evidence):
4. **Permanent Postal Address** (attach a copy of evidence):
5. **Police Station:**
6. **Current Address:**
7. **Telephone/ Cell No.:**
8. **Email address:**
9. **Passport No. (If available)**(attach a copy of evidence):
10. **Date of Birth** (attach a copy of evidence):
11. **Current Designation:**
12. **Current Employer’s Full Address with contact email and phone number:**
13. **Educational qualification** (attach a copies of evidences):



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

14. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

15. **Total Experience (in years):**
16. **Experience (in years)inAgronomy**
17. **Languages known:**
18. **Computer proficiency:**
19. **Do you have any criminal or corruption charges pending against you?** (If yes furnish details)
20. **Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** (If yes furnish details)
21. **Have you ever been discharged or forced to resign from any position?**(If yes furnish details)

22. **Employment Record** (*Starting from the latest*):

From:	To:
Employer:	
Position Held:	
Monthly Remuneration (<i>attach copy of the latest salary/remuneration certificate</i>):	
Summary of services provided:	

Add boxes as required

23. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** (*clearly showing role played, duration of input, complexity of work undertaken, and core competencies*)

Name of assignment or project:	
Year:	
Employer:	
Main Features of the project:	
Positions held:	
Activities performed:	

Add boxes as required

Declaration: I certify that the statements made by me in this CV are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ARIAS Society to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Signature of the Candidate

Attach self-attested certificates/testimonials.

IMPORTANT Note: Candidates shall provide CV (not more than 8 pages) strictly as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.***