



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

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

Advertisement No: DR(A)/03, 2022.

A Walk-in-Interview for selection of a few suitable candidates for the contractual post of Project Associate under APART in different stations, AAU will be held in the Directorate of Research(Agri.), AAU, Jorhat. Intending candidates having requisite qualifications and experience may submit their applications in the **prescribed format** along with certificates, marksheets and testimonials through e-mail to **amiu.apart@gmail.com** on or before **9th July, 2022**. Only shortlisted candidates will be intimated/ invited for appearing in the Walk-in-Interview. The list of shortlisted candidates will be published in the AAU's website **www.aau.ac.in** in time.

Sl.No	Name of the Post	Minimum Educational Qualifications & Professional Experience	Remuneration
1.	Project Associate	Educational Qualification: Post Graduate Degree (min two Years duration) in Agriculture from any Govt. recognized University/Institutions. Working Experience: Preference will be given to candidates with professional experience of working in agri. value chains including farm management/ managing large scale agricultural production operations and knowledge of agricultural practices, experiences of conducting varietal assessments.	Rs. 4.80 lakh to Rs. 6.18 lakhs per year

Selection Process:

1. Screening based on **Terms of Reference (ToR)**.

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

Sd/-Ashok Bhattacharyya
Director of Research(Agri.)
Assam Agricultural University
Jorhat-13

Memo No: AAU/DRA(E)/APART/F-107/22/.....9095-9105.....Dated:.....02/07/2022.....

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 Associate Director of Research(Agri.), AAU, Jorhat-13.
6. The Nodal Officer, OPIU_APART, DoR(Agri.), AAU, Jorhat-13.
7. The Project Coordinator, OPIU_APART, DoR(Agri.), AAU, Jorhat-13.
8. The System Administrator, ARIS Cell, AAU, Jorhat. He is requested to take action to publish the above mentioned Advertisement in the AAU's website.
9. The Assistant Comptroller, DoR(Agri.), AAU, Jorhat-13.
10. Accounts Manager, APART, DoR(Agri.), AAU, Jorhat-13.
11. Office Copy.


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 April, 2021) :** ____ 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): (from – to)	
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: apartaa@aau.ac.in

Draft Terms of Reference (ToR):

Project Associate for the Operational Project Implementation Unit (OPIU)
Assam Agricultural University (AAU), Jorhat

(A) BACKGROUND AND 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). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART while Assam Agricultural University (AAU) is one of the implementing agencies in the project. At the State level, Operational Project Implementation Units (OPIUs) have been set up in the Directorates/Agencies and at District level, District Level Coordination Committees (DLCCs) have been notified for smooth functioning of the project. AAU in conjunction with ARIAS Society wishes to hire 2 (two) **Project Associates** to be placed in APART districts under OPIU - **Assam Agricultural University, APART** on contractual basis. 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".
2. 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, 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.
3. There are four components of the project: **The first component-A is Enabling 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 (AIF) (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 support. **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 and product aggregation (iii) facilitating access to and responsible use of financial services. **The fourth component-D is project Management, Monitoring and Learning.**

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

4. The **Project Associate** will be placed at one of the stations of AAU (as mentioned in para-1) and will support the project sub-components C-1 (Promoting Climate Resilient Technologies and their Adoption) and C-2 (Facilitating Market Linkages through Product Aggregation and Market Intelligence). **Project Associate** will have to liaise with OPIU-AAU at Jorhat, ARIAS Society, Department of Agriculture (including Directorate of Horticulture & Food Processing), Department of Fisheries, Agricultural Technology Management Agencies (ATMAs) & District Agriculture Office, District Fisheries Development Office as well as international agencies being engaged in the project. In addition, **Project Associate** may also have to coordinate with the concerned Colleges, Departments, Units, Directorates and other offices of the AAU on a need basis.

5. **The key Job Responsibilities include the following:**
- a. Be responsible for smooth implementation of various project activities assigned to his/her station like on farm testing, participatory seed production, frontline demonstration, training and capacity building, exposure visits, dissemination of literature and need based procurement etc.
 - b. Be the first touch point on the operational matters for APART related activities of his/her station
 - c. Coordinate with the concerned District Agriculture Office/ATMA, District Fisheries Development Office, District Regulated Market Committee (RMC) etc.
 - d. Work closely with international agencies' staff in the concerned District and ensure smooth implementation of the activities supported by the international agencies in his/her station. A brief description of the work of international agencies with respect to AAU stations is provided below, however, the details would be covered in the contract agreement to be signed with the incumbent:
 - (i) *International Rice Research Institute (IRRI)*: Strengthening the seed systems, adoption of high yielding stress-tolerant rice varieties, raising productivity, strengthening post-harvest management and improvement of rice value chain etc.
 - (ii) *World Vegetable Centre (WVC)*: Varietal assessment, trials and selection of optimum varieties, enterprise development through vegetable seedling nurseries (training of nursery growers)
 - (iii) *International Potato Centre (CIP)*: Support in introduction of *promising potato varieties* in Assam for both table and processing purpose and potato seed production
 - (iv) *WorldFish*: Training and capacity building, demonstration of climate smart aquaculture technologies and preparation of training material etc.
 - (v) *Wageningen University & Research (WUR)*: Need based training and coaching as and when required.
 - e. Maintaining a close coordination with the project service providers in the district/zone i.e. Farmer Producer Organization (FPO) Service Provider, Market-Intelligence Cell (MIC), Enterprise Development and Promotion Facility (EDPF) sub-offices etc.
 - f. Ensure that the data/information, reports, action taken reports required by the project authorities/AAU from his/her station are submitted timely.
 - g. Providing data/information to Project Monitoring and Evaluation (M&E) Agency and Project Management Information System (PMIS).
 - h. Work closely with the Accountant at the Station and ensure timely reporting/submission of the data/information and documents related to Project Accounts e.g. Statement of Expenditures, Utilization Certificates etc.
 - i. Maintain cordial working relations with station scientists and other staff
 - j. Ensure the project activities at his/her station are carried out in compliance with Environment Management Framework (EMF) and Social Management Framework (SMF) of APART. Copies of EMF and SMF are available at [url http://www.arias.in/publication.html](http://www.arias.in/publication.html)
 - k. Any other task assigned by the Head, KVK/ Chief Scientist, RARs or HRS/ Nodal Officer-APART (AAU)
 - l. **Knowledge Creation and Dissemination:**
 - i. Documentation and dissemination of case studies, success stories and innovative agriculture/Agribusiness models emerging from the project activities relating his/her station.
 - ii. Dissemination of best practices and promoting cross learning across teams and other stations of AAU.
 - iii. Participate in workshops and learning/exchange forums and representing the APART on these platforms.
 - m. **Travel Requirements: Project Associate** will take up field-visits and tours to the project sites with the approval of the Reporting Officer.
- (C) QUALIFICATIONS, EXPERIENCE, AGE ETC.**
6. **Educational Qualification:** Post Graduate Degree (full time, minimum two years duration) in Agri or allied subjects, from any Govt. recognized University/Institutions.

7. **Working Experience:** Minimum **two years** professional experience of working in agri value chains including farm management/ managing large scale agricultural production operations and knowledge of agricultural practices, principles of conducting varietal assessments, field trials and seed production etc.
8. **Computer Skills: Project Associate** must have experience of using Internet based applications, using and working with MS office- MS Word, MS Excel and MS Power Point and other related applications.
9. **Language:** Fluency in English and Hindi. Knowledge of local language would be an added advantage.
10. **Age:** Age of the candidate should not be more than 45 years as on **1st April, 2021**.

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

11. The tenure of **Project Associate** is intended for entire duration of the project and co-terminus with the project period of APART i.e. 2024. However, continuity of the **Project Associate** beyond one (1) year from the date of signing the agreement will depend upon his/her performance.
12. The contract with **Project Associate** 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 AAU/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The AAU, ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent employment.
13. The **Project Associate** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. **Project Associate** 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 AND LEAVE

14. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated remuneration of the **Project Associate** will be determined and mutually agreed, which could be in the range of **₹ 4.80 lakh to ₹ 6.18 lakhs per year**. *87% of the salary shall be paid as fixed sum while 13% would be variable based on performance and would be paid as performance linked incentive.* This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at the place of posting, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration may be enhanced on an annual basis as per the prevailing project rules.

If suitable candidates with above mentioned experience are not available, then candidates with a lower experience in the fields indicated at para 8 above, may be considered for interviews/ tests at a lower remuneration package to be decided through mutual agreement with the candidate.

15. Travelling, Boarding & Lodging expenses for approved official tours outside the posting station will be reimbursed as per prevailing project rules.
16. The fixed remuneration will be given in equal monthly installments and the performance-linked-incentive will be given quarterly based on the performance and achievement against the mutually agreed deliverables by the **Project Associate**. Taxes as applicable shall be dealt with as per applicable laws.
17. The provisions of leave would be as per prevailing project rules.

(F) REPORTING AND PERFORMANCE REVIEW

18. The **Project Associate** will report to the **Head, KVK or Chief Scientist RARS/HRS**. The performance of **Project Associate** will be reviewed by the **Head, KVK or Chief Scientist RARS/HRS** and a consolidated quarterly report shall be submitted to the ARIAS Society through the OPIU- AAU for placing before the Chairman, Governing Body, ARIAS Society & Agriculture Production Commissioner.

(G) FACILITIES TO BE PROVIDED BY THE CLIENT

19. Access to the required documents, correspondence, and any other information associated with the project and as deemed necessary. The **Project Associate** will be provided with shared office space along

with computer, printer, computer/office consumables, and internet access in the respective KVK/RARS/HRS. The **Project Associate**, 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.