



DIRECTORATE OF RESEARCH (AGRI.)
ASSAM AGRICULTURAL UNIVERSITY::JORHAT-785013

No: AAU/DRA(E)/PIU-CBBO/2021-22/.....Dated:.....

Advertisement No: DR(A)/02. 2023.

AAU is going to fill up the following contractual post under **Project Implementation Unit, Cluster Based Business Organization**, presently functioning in different stations of Assam Agricultural University, Jorhat.

Sl.No	Name of the Posts with number and place of posting	Minimum Educational Qualifications & Professional Experience	Remuneration (per month)
01	Field Co-ordinator (14 nos. on various location of Assam)	Educational Qualification: The applicant should possess at least a Graduate (minimum three years duration) degree in any field from recognized University/institution. Working Experience: The applicant must have at least one year experience in office management/secretarial work in any public or private sector organization. Computer Skills: Applicant should have knowledge in computer application, with advanced knowledge of Office Management, proficiency in MS office Applications (like Word, Excel, and Power Point etc.) including e-mail.	Rs. 18,000/- (fixed)

Intending candidates having requisite qualifications and experience may submit their applications in the **Standard form** along with certificates, marksheets and testimonials through e-mail to **cbbo.aau.21@gmail.com** on or before **7th April, 2023**. Only eligible candidates will be intimated/ invited for appearing in the **written test/interview**. The list of eligible candidates will be published in the AAU's website www.aau.ac.in in time.

Selection Process:

1. Screening based on **Terms of Reference (ToR)**.
2. The applicant should not be more than **35 years** as on **1st April, 2023**.
3. The candidate must be a permanent resident of Assam.

Enco: 1. Standard form.

4. ToR of the post.

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

Memo No: AAU/DRA(E)/PIU-CBBO/2021-22/.....**40556-68**.....Dated:.....**24/3/23**.....

Copy forwarded to:

1. The Secretary to the Hon'ble Vice-Chancellor, AAU, Jorhat-13.
2. The Registrar, AAU, Jorhat-13.
3. The Comptroller, AAU, Jorhat-13.
4. The Associate Director of Research(Agri.), AAU, Jorhat-13.
5. The Chief Scientist, AAU-HRS, Kahikuchi, Guwahati.
6. Dr. Promod Deka, Pr. CEO, PIU, CBBO, AAU-HRS, Kahikuchi, Guwahati.
7. Dr. M. K. Chouhan, Coordinator, Coordination Unit, CBBO, AAU, Jorhat.
8. The System Administrator, AKMIT Cell, AAU, Jorhat. He is requested to take action to upload the above mentioned advertisement and the prescribed Application Format with terms and conditions in the AAU's website.
9. The Administrative Officer, DoR(Agri.), AAU, Jorhat.
10. The Assistant Comptroller, DoR(Agri.), AAU, Jorhat-13.
11. The Accounts Manger cum MIS Experts, PIU & Coordination Unit, CBBO, AAU.
12. The Office Assistants, PIU & Coordination Unit, CBBO, AAU.
13. Office Copy.

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

STANDARD FORM OF APPLICATION

PHOTO

To,
 The
 Name of the Post
 Department/Office

1. Name in Full (Block letter) :
2. Present Address : Vill/Town.....
3. Permanent Address : Vill/Town.....
4. Father's Name & Address :
5. Place of birth including Police Station and District & P.O :
6. Are you a citizen of india and if so how? (Copy of citizenship certificate should be enclosed where necessary) :
7. Educational qualification and also the name and full address :
8. Other Qualifications :
9. Community :
- (a) State your religion :
- (b) Are you a member of Schedule Caste/Schedule Tribe :
- (Answer 'Yes' or 'No') If 'Yes' give particulars supported by a certificate copy of which should be enclosed.
10. Age on the 1st January 20.... (According to H.S.L.C certificate copy of which should be enclosed) :
11. Present occupation (if any) :
12. Previous appointment held (if any) :
13. Are you a temporary or retrenched personal of Temporary Departmental of the Govt. of Assam (Answer 'Yes' or 'No') State particulars :
14. Are you trained in or a member of the National Cade Crops of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars. :
15. Employment Registration No. :
16. Whether there is any Govt./Semi Govt. Employees in your family if any, Particulars of such family member like relationship, name of the job, pay drawn, place of posting, permanent /Temporary etc. should be furnished. :
17. Family's income certificate from the Gaon Panchayat /DC/SDO/Circle Officer to be furnished :
18. Examination Centre :

I am a candidate for the post and the stated above are true to the best of my knowledge and behalf. In case of any false statement, I am liable to any action the Government deem fit and proper.

A treasury challan of Rs is attached herewith.

19. To be filled in by Candidate
 Date:
 Place:

Signature of Candidate

Centrally Sponsored Scheme (CSS) on 'Formation and promotion of 10000 FPOs'
Directorate of Research (Agri), Assam Agricultural University, Jorhat-13

Tel: +91 0376 234 0044; Fax: 03762310831; Website: www.aau.ac.in; Email: dr_agri@aau.ac.in

Terms of Reference (ToR) for **Field Coordinator(FC)** in CBBO_ Assam Agricultural University, Jorhat

(A) BACKGROUND & OBJECTIVES OF THE PROJECT

1. The **Assam Agricultural University, Jorhat** has been empanelled as a Cluster Based Business Organization(CBBO) by NABARD for formation of new 25 FPOs, 2022-23 under the Centrally Sponsored Scheme(CSS) on 'Formation and promotion of 10000 FPOs ' as one of the implementing agencies in the project. For this purpose, a Project Implementation Unit (PIU) has been set up at Horticultural Research Station, Kahikuchi for overall implementation of the project along with a Co-ordination unit at the Directorate of Research (Agri.), Assam Agricultural University, Jorhat and several local offices in different districts of Assam. The Directorate of Research(Agri),AAU under which the PIU- **CBBO_AAU, HRS, Kahikuchi** functions now intends to hire **14 (fourteen)** Field Coordinator (FC) for CBBO_AAU to be placed in the local Offices identified under CBBO_AAU on purely contractual basis.
2. The Objective of CBBO-AAU is to establish FPOs in some selected districts of Assam within a span of 5years. The CBBO- shall organise and register the FPOs and promote investments in agri-enterprises, facilitate FPOs in accessing finance for agribusiness and support the development of a modern agri supply chain, identify alternative marketing channels; and improving producers' access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

3. The scope of the assignment includes overall management of PIU/Coordination Unit/local offices of the CBBO_AAU located at different KVKs and RARS/HRS under AAU. The broad objective of the assignment includes Field work along with official engagement for record keeping, data compilation and transmission logistical arrangements for meetings, events etc. of the local offices.
4. **The key job responsibilities of the Field Coordinators include:**
 - a. Organizing day-to-day schedule for of the concerned office where he is placed. Accurately pass on all day to day incoming information to the coordinator of Local Office and other relevant staff of the station, coordination between PCEO, PIU, and other members of PIU.
 - b. Coordinate the field activities of the FPOs between PIU/Local Offices/Coordination unit , Regular visits to the field to gather information on the progress of work. Maintaining contact details of all FPO farmers members and BODs
 - c. Receiving incoming telephone calls related to CBBO, drafting and typing letters and other correspondence as directed by the PCEO, PIU/ Coordinators of local offices, and other members of PIU, dealing with other office matters which are approved by his/her reporting officer or the Directorate of Research (Agri.)/ Coordinator Unit in Assam Agricultural University;
 - d. Maintaining all incoming and outgoing documents of PIU/Coordination Unit/Local offices;
 - e. Efficiently organizing, maintaining and safekeeping office files and providing files/file information to the PIU members/local offices as and when required;

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- f. Operating petty cash in consultation and as authorized by the controlling officer and Accounts Manager ;
- g. Organizing and organizing official meetings either with the FPOs in the field or at office and typing the meeting minutes from handwritten notes etc;
- h. Provide for short translations from Assamese to English and vice versa;
- i. Using computer and word processing, drafting record notes and other such documents from dictation or source material, as may be the case;
- j. Maintaining the stock book of office supplies, stationery etc. Reporting the controlling officer about existing stocks and alerting the controlling officer for replenishment before the stock run out.
- k. Ensuring effective mail management: receiving and sending (letters, faxes, e-mail), taking prints of mails and putting up in relevant files in consultation with members of PIU;
- l. Perform any other appropriate tasks as determined by the PCEO/ Coordinator of local office/ coordination unit and other members of the PIU.

(C) ESSENTIAL QUALIFICATIONS & EXPERIENCE

5. **Educational Qualification:** The FC should possess at least a Graduate (minimum three years duration) degree in any field from recognized University/institution.
6. **Working Experience:** The FC must have at least one year experience in office management/secretarial work in any public or private sector organization.
7. **Computer Skills:** Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point etc.) including email
8. **Language:** Good knowledge of written and spoken English, Hindi and Assamese;
9. **Age:** Age of the candidate should not be more than 35 years as on 1st April, 2023.

(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC.

10. The tenure of FC is intended for entire duration of the project i.e. upto 2025 and co-terminus with the abolition of CBBO. However, continuity of the FC beyond one (1) year from the date of signing the agreement will depend upon his/her performance.
11. The contract with FC may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the PIU/ Assam Agricultural University. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the CBBO_AAUs closing date. The Assam Agricultural University shall not undertake any responsibility for subsequent deployment of the FC.
12. The FC shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The FC will have to serve the project on full time basis. He/she will provide services from the PIU/Coordination unit /Local Office of the CBBO_AAU.

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(E) REMUNERATION, PAYMENT TERMS & LEAVE

13. The fixed consolidated remuneration of FC shall be ₹ 2.16 lakhs per year. The remuneration would be paid in equal monthly instalments. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration may only be enhanced if NABARD norms changes on this issue at any time of the project duration.
14. Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per prevailing project rules.
15. The provisions of leave would be as per AAU rules.

(F) REPORTING & PERFORMANCE REVIEW

16. FC reports to the controlling officers of PIU/Coordination unit/ Local Office. In the absence of controlling officers, FC will report to the other officers of PIU/Coordination unit/ Local Office. The performance of the FC will be evaluated by the controlling officers of respective offices and a consolidated quarterly report shall be submitted to the AAU authority through Directorate of Research (Agri.) for further processing.

(G) FACILITIES TO BE PROVIDED TO FC

17. Access to required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The FC will be provided with one office cubicle/workstation/ shared office space along with access to computer, printer, computer/office consumables, and internet access.

Note: The Director of Research (Agri) reserve the right to change, update or modify this ToR at any stage till recruitment process is completed.

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24/2/23