

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

**Terms of Reference (TOR) for engagement of Contractual Employee**  
**for Projects under RIDF**

**A. Background:**

To address the issue of assured irrigation by way of judicious use of ground water and to facilitate soil testing, quality control and input testing, the Govt. of Assam is going to implement the Projects under RIDF (1<sup>st</sup>-phase), 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 and (3) **Establishment of soil testing quality control and input testing laboratory** in 26 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, engagement of employees on contractual basis is proposed for **1 No. of Project Manager, 1 No. of Accounts Officer, 2 Nos. of Junior Engineer and 1 No. of Data Manager** at Directorate of Agriculture (HQ), and **1 No. of Junior Engineer** in each office of the District Engineers [EE(Agri)/AEE(Agri)] covered under the Projects.

**B. Proposal for engagement of Contractual Employee:**

SN	Name of contractual employee	No.	Minimum eligibility criteria			Remuneration
			Qualification	Experience	Age as on 1 <sup>st</sup> July, 2017	
1.	Project Manager at Directorate of Agriculture (HQ), Khanapara	1	Degree or Diploma in Agricultural/ Civil/ Mechanical Engineering	Retired Officer of Agriculture Department, Govt. of Assam. (not below the rank of AEE (Agri))	Less than 65 years	Rs.25,000/- per month
2.	Accounts Officer at Directorate of Agriculture (HQ), Khanapara	1	1. Bachelor in Commerce (B.Com) 2. Certificate in accounting software like Tally etc.	2 Year experience in maintaining of financial accounts	25 - 35 years	Rs.20,000/- per month
3.	Data Manager at Directorate of Agriculture (HQ), Khanapara	1	1. Bachelor or Master in Computer Application (BCA/MCA)	1 Year experience in related field	25 - 30 years	Rs.15,000/- per month
4.	Junior Engineer at Directorate of Agriculture (HQ), Khanapara	2	1. Diploma in Civil/Agri. Engineering 2. Certificate in Autocad and MS-Offices software.	Experience in related field will be given preference.	25 - 30 years	Rs.18,000/- per month
5.	Junior Engineer in the o/o the EE(Agri)/AEE(Agri)	31				

**C. Objectives:**

- i) Proper management, smooth co-ordination between stakeholders, achieving of target as per 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.

**D. Tasks:**

1. Tasks for **Junior Engineer** to be engaged in the office of the District Engineers [EE(Agri)/AEE(Agri)] will be as follows-

- i) To work under the direction of District Engineers [EE(Agri)/AEE(Agri)].
- ii) To deliver services for technical assistance and supervision in field level activities under the projects.
- iii) To prepare reports and relevant paper works.
- iv) To use computer applications like MS Office Excel, Power-point and Word etc.

2. Tasks for **Junior Engineer** to be engaged at the Directorate of Agriculture (HQ) will be as follows-

- i) To work under the direction of Chief Engineer, Agriculture and Nodal Officer, RIDF.
- ii) To deliver services for technical assistance in activities under the projects.
- iii) To prepare reports and relevant paper works.
- iv) To use computer applications like MS Office Excel, Power-point and Word etc.
- v) To visit any districts/ fields under the Projects if required.

3. Tasks for **Project Manager** to be engaged at the Directorate of Agriculture (HQ) will be as follows-

- 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 co-ordination 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. Violation of agreed terms shall invite legal action against him/her.

4. Tasks for **Accounts Officer** to be engaged at the Directorate of Agriculture (HQ) will be as follows-

- i) To work under the direction of Chief Engineer, Agriculture and Nodal Officer, RIDF.
- ii) To be responsible for overall accounts of individual Project in traditional as well as digital form using appropriate software.
- iii) To prepare budget proposal, requisition for fund, reconciliation with bank accounts.
- iv) To keep liaison with DDOs and reconciliation of accounts.
- v) To prepare reports and relevant paper works on accounts matter.

vi) 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.

5. Tasks for Data Manager to be engaged at the Directorate of Agriculture (HQ) will be as follows-

- i) To work under the direction of Chief Engineer, Agriculture and Nodal Officer, RIDF.
- ii) To be responsible for various computerized works like web-management, management of data, power point presentation, drafting, record keeping, preparation of reports, e-mailing etc.
- iii) To coordinate with District Engineers for data management.

**E. Period of Assignment:**

- 1) The engagement is purely on contractual basis and offered initially for a period of six month and further extendable from time to time on satisfactory performance for the remaining period of the project. The maximum tenure will be coterminous.
- 2) This contractual engagement will not enable any one to make claim for any sort of regularizing or making the engagement permanent under the Department or any Govt. programme/ Projects/ Scheme what so ever
- 3) The assignment may be terminated at any time within 15 days notice by the Department without assigning any reason, and without thereby incurring any liability to the Government of Assam.
- 4) 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 penal action as per law shall be initiated.

**F. Facilities to be provided:**

- 1) The contractual employees will be given access to all the documents, correspondence and any other information associated with the Projects etc. as deemed necessary.
- 2) On selection of the contractual employees, an agreement shall be executed with the employer.
- 3) The contractual employees shall not assign or sub-contract, in whole or in part, its obligations to perform under this Contract.
- 4) The contractual employees will have to attend office regularly in office working hours.
- 5) Transportation facility for official tours outside the head quarter will have to arrange by the contractual employees themselves. However, Travelling Expenditure /DA will be reimbursed as per applicable/ admissible norms of Govt. of Assam.
- 6) Leave facility for a period of 12 (twelve) days in one Calendar Year will be provided. No other leave will be provided to the contractual employees. Leave more than 12 days will be treated as Leave without Pay.
- 7) No services or facilities other than those mentioned above shall be extended.
- 8) The engagements may be continued on the basis of recommendation of Chief Engineer (Agril.), Assam.

