Inviting applications for the appointment of Contractual Staff

CAIM - Recruitment – 05th May 2016: Government of Maharashtra’s Convergence of Agricultural Interventions in Maharashtra (CAIM) project assisted by International Fund for Agricultural Development (IFAD) and Sir Ratan Tata Trust (SRTT) is being implemented in distressed districts of Vidarbha namely Akola, Amravati, Buldhana, Wardha, Washim and Yavatmal.

Programme would like to appoint personnel on contract basis for following Contractual posts.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post</th>
<th>No. of Post</th>
<th>Consolidated Salary per Month</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Cluster Co-Ordinator (Cluster Level)</td>
<td>Vacant – 04</td>
<td>Rs.20,000/-*</td>
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<tr>
<td>2</td>
<td>Agri Business Expert (Cluster Level)</td>
<td>Vacant – 05</td>
<td>Rs.17,000/-*</td>
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<td>3</td>
<td>Agricultural Field Officer (Cluster Level)</td>
<td>Vacant – 05</td>
<td>Rs.18,000/-*</td>
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<td>4</td>
<td>Community Mobilizer (Cluster Level)</td>
<td>Vacant – 06</td>
<td>Rs.13,000/-*</td>
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<td>5</td>
<td>Accounts Assistant (Cluster Level)</td>
<td>Vacant – 06</td>
<td>Rs.10,000/-*</td>
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For eligibility details and to download prescribed application format kindly visit www.msamb.com Eligible candidates may send their applications strictly in prescribed format on above mentioned address/or email on caim_pmu@msamb.com on or before 19th May 2016.

Note – Only shortlisted candidates will be called for personal interview and documents verification. Final decision regarding interview call lies with the selection authority. *Monthly remuneration will be taxable as per Indian laws. The appointment will be extendable subject to satisfactory performance and continuing need for the function.

Project Director

IMPORTANT NOTES

1. If candidate is willing to apply by email; he/she should send the application only in “.doc, .docx, .pdf” file format. No other file formats (*.jpg, *.png etc) will be accepted.
2. Candidate need not send any other document except the filled application in prescribed format.
3. The Programme Director is authorized to change the no. of post as per requirement.

Project Director, CAIM, Amravati – 444602
CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN
MAHARASHTRA (CAIM)

Application Form for the post of

Sr. No. Of Post........................Name of Post

(A) Personal Details

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<th>Date Of Application</th>
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<tr>
<th>Name (in BLOCK CAPITALS)</th>
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<tr>
<th>Date of Birth (dd/mm/yyyy) (Age as on 01-05-2016)</th>
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<tr>
<th>Address for Communication</th>
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<tr>
<th>Contact Information:</th>
<th>Landline</th>
<th>Mobile</th>
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<td>Email</td>
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<th>If selected, Notice period:</th>
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<tr>
<th>District Preferred (Pl. indicate Head Quarter preference between 1 to 6. Indicate nil preference by 0)</th>
<th>(  ) Akola</th>
<th>(  ) Wardha</th>
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<tbody>
<tr>
<td>(  ) Amravati</td>
<td>(  ) Washim</td>
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<td>(  ) Buldhana</td>
<td>(  ) Yavatmal</td>
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(B) Educational Qualification:

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<tr>
<th>Level</th>
<th>University</th>
<th>Name of Course</th>
<th>Year of Passing</th>
<th>Class Obtained</th>
<th>Major Subjects</th>
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<td>Post Graduation</td>
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<td>Graduation</td>
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<td>Specialized Training</td>
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<td>Other Education</td>
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(C) Competency:
*Attach Additional sheets, if required.

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g.: Project management, Leadership, Team work, Negotiator/communicator, Facilitator of Change, Performer etc.)

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<th>Competencies</th>
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(D) Experience
*Please list beginning from most recent

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<th>From - To</th>
<th>Employer</th>
<th>Position &amp; Location</th>
<th>Duties</th>
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(E) Experience Relevant to the Post Applied:


(F) References with contact details:

1. 
2. 

(G) Declaration:
I hereby declare that the information furnished above is true to the best of my knowledge and belief.

(Signature of the Applicant with Date)
**JOB PROFILE**

1) CLUSTER CO-ORDINATOR (Cluster Level):

**Position:**
Cluster Co-ordinator

**Reporting to / Works with:**
District Programme Manager

**Qualification and Experience:**
- The specialist will be a person with a postgraduate university degree in management, mass communication, Social sciences (MSW), economics, rural management Agriculture or related fields with a minimum experience of 5 years.
- Experience in community mobilization, Coordination of Developmental activities in rural areas related to agriculture - Production to Marketing, Livelihood activities, co-ordination and follow up with Government developmental project shall be preferable.
- Knowledge of good Marathi (reading, writing & speech), English and MS Office is must.
- The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

**Job Profile:**
The main responsibility to coordinate, manage and provide support to the implementation of activities under CAIM project. The main functions and roles will include:

- Identify and co ordinate training institutions, training providers or resource persons, studies, training needs assessment, training materials development etc.
- Capable of communication with fluency both Marathi and English and perform as Trainer of Trainees.
- Capable of mobilizing community for participation on development activities, arrange for campaigns on various aspects of community development vis. Social, cultural, financial and health related etc.
- Draw and follow up the periodical review of the planned implementation at district and Block level staff / NGOs/other operating agencies to ensure participation and mainstreaming;
- Assess requirements of assets for community development activities.
- Develop criteria and arrange for women participants in various developmental and livelihood activities exposure visits.
- Coordinate the activities for the SHGs/CMRCs and Joint Liability Groups, Farm producers group, farm producer's company etc. and conduct special reviews with regard to their quality and output results and make changes for modifications in consultation with the NGOs/Govt. Departments and provide feedback for developing appropriate monitoring indicators.

**Remuneration**
Maximum Rs.20,000/- per month (Consolidated)*
2) Agri-Business Expert (Cluster Level)

**Position:**
Agri-business Development Expert

**Reporting to / Works with:**
District Program Manager

**Qualification and Experience:**
- The basic qualification shall be graduation in agriculture. Post-graduation i.e. MBA agribusiness/post graduate diploma in Agribusiness is preferable. He / She should have experience in marketing, preferably agro business for not less than 5 years.
- The candidate should be willing to work in rural areas involving extensive touring. Knowledge of Marathi, English and MS Office is must.
- The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

**Job Profile:**
To place a process that will empower farmers to be able to respond positively to the changes in the food market by creating enabling conditions and support for production systems diversification, increased farm productivity, improved product quality and realization of value addition opportunities. In this context expert expected to provide information on marketing extension, market intelligence and the use of information technology to the farmers, farmer associations, farmer groups through ATMA.

The key responsibilities of the Agri-business expert:
- Along with the private sector players, initiate actions to empowering the rural men and women to participate in markets effectively by increasing their awareness about the functions of markets and prices, the importance of quality and standards, increasing their participating in decision-making and negotiating through training;
- Initiate actions to promote producer groups or companies to increase their bargaining power in the market place and to gain the benefits of market institutions, such as warehouse receipt systems and commodity exchanges.
- Ensure that the SHGs, JLGs and CMRCs have a presence on local and regional for associated with marketing improvements.
- Identify technically feasible and financially viable agricultural sub-projects that are linked to markets and can be undertaken by the target groups and also explore the funding and financing possibilities including convergence.
- Scout for PPP arrangements for the sub-projects such as contract farming, organic farming, milk production and collection centers, grain storage and ware houses etc.
- Identify micro-enterprises that have market and production potential and develop viable models for support and financing.
- Arrange training for the SHGs, JLGs and CMRC.FPG staff regarding quality and thereby ensuring better prices.
- Prepare quarterly and annual reports based on the MIS data and field visits and also undertake problem specific field visits to the operating SHGs, JLGs and CMRCs and provide guidance to improving their performance and operations.
- Carry out specific market and commodity analysis to ensure better returns to the groups and in this respect establish linkage with the private sector players and draw specific plans for development.
- Any other duties as may be assigned by the controlling authorities.

**Remuneration**
Maximum Rs.17,000/- per month (Consolidated)*
JOB PROFILE

3) Agricultural Field Officer (AFO) (Cluster Level)

Position:
Agricultural Field Officer

Reporting to / Works with:
District Program Manager

Qualification and Experience:

- Candidate must possess B.Sc.(Agri) from recognized Agricultural University. Minimum 4 years of experience in the Crop production / Horticulture. Must be conversant with latest crop production techniques. Focuses on reducing significant environmental, social and economic impacts to bring long-term benefits for farmers, farm workers and the environment.
- The Employee must express in proficient Marathi. Proficiency in Hindi and English is added advantage. Working experience of MS Office is MUST.
- The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

Duties and responsibilities:

- Agricultural Field Officer (AFO) has work with and report to District Program Manage.
- The AFO has to impart training/refresher courses and to organize, attend farmers group meetings from time to time
- He / she will be responsible for villagers enabling them to adopt all the applicable Better Production Principles and Criteria for reducing production cost and improve productivity.
- He / She will be responsible for promoting activities allied to agriculture for livelihood.
- Identify technically feasible and financially viable agricultural sub-projects such as soil water conservation works, primary processing (value addition) activities, formation of groups for agricultural activities.
- To maintain records and produce reports periodically and as and when required in specified way.
- He / She will have to stay in the village or a place in close proximity to working village.
- Any other responsibility given by supervisory officers of CAIM
- To adhere to the term and conditions of the agreement to which annexure I is attached.

Remuneration

Maximum Rs.18,000/- per month (Consolidated)*
4) Community Mobilizer (Cluster Level):

**Position:**
Community Mobilizer

**Reporting to / Works with:**
District Program Manager

**Qualification and Experience:**
- The specialist will be a person with a graduate university degree BSW or equivalent in mass communication, Social sciences, rural development or related fields with a minimum experience of 3 years. Experience in community mobilization, organizing farmers groups and their capacity building and sensitive aspects of community development.
- Knowledge of good Marathi (reading, writing & speech), English and MS Office is must.
- The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

**Job Profile:**

The main responsibility is to promote formation of activity based groups and coordinate, manage and provide support to the implementation of various rural development & livelihood activities.

The main functions and roles will include:

- Identify community development activities and coordinate with training institutions, training providers
- or resource persons, assess training needs of the groups, training manual preparation etc.;
- Capable of communication with fluency and perform as catalyst in villages/developments.
- Capable of mobilizing community for participation on development activities, arrange for campaigns on various aspects of community development viz. Social, cultural, financial and health related etc.
- Assess requirements of assets for community mobilization activities.
- Develop criteria and arrange for women participants for study courses and exposure visits.
- Prepare periodical reports required information / data collection etc.
- Coordinate the activities for the SHGs/CMRCs and Joint Liability Groups etc.
- Any other duties as may be assigned by controlling authorities.

**Remuneration**

Maximum Rs.13,000/- per month (Consolidated)*
5) Accounts Assistant (Cluster Level)

**Position:**
Accounts Assistant

**Reporting to / Works with:**
District Program Manager

**Qualification and Experience:**

- The essential qualification includes a graduate degree in commerce, accounting, finance or comparable professional qualification and a minimum of 3 years professional experience in accounting. Qualification and experience in use of latest version of Tally.
- Knowledge of Marathi, English and MS Office is must.
- The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

**Job Profile:**

The Accountant will be responsible for all financial transactions and work with close coordination with the project team and Accountant. His/her functions and responsibilities will essentially include:

- Facilitating timely disbursal of program funds to districts, Blocks, NGOs, Gram Panchayats and SHGs
- and compiling SOEs for the Project and submitting them to the Project Manager.
- Ensure that the expenditures are in accordance with Financing Agreement and budget.
- Maintain Project Accounts
- Coordinate with project staff to ensure that the statement of expenditures (SOEs) are timely prepared and sent to the controlling office.
- Ensure following of guidelines for procurement and facilitate procurement of goods and services in accordance with Financing Arrangement.
- Ensure that the project accounts are internally audited in time and compliance of audit reports are sent.
- Such other duties as may be assigned by the controlling authorities.

**Remuneration**

Maximum Rs.10,000/- per month (Consolidated)*