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MINISTRY OF AGRICULTURE & FARMERS WELFARE

Government of India, Department of Agriculture, Cooperation & Farmers Welfare
(Crops Division)

SHORT ADVERTISEMENT FOR CONTRACT ENGAGEMENT

1. Applications are invited by Crops Division of DAC&FW for engagement under National Food Security Mission (NFSM) for the following positions on contract basis for a period of one year.

SN	Position	No. under NFSM	No. under NMOOP	Total	Honorarium per month	Conveyance per month
1	National Consultant	3	3	6	85000	4000
2	Consultant	4	0	4	65000	3000
3	Programme Manager	1	0	1	85000	4000
4	Lead Programmer	1	0	1	65000	-
5	Senior Programmer	1	0	1	55000	-
6	Programmer	1	0	1	40000	-
7	Technical Assistant	13	5	18	45000	2500

2. The maximum age limit for eligible candidates is 65 years as 01.04.2019.
3. The engagement shall not confer any right for regular or continuous employment in the department/ government.
4. For details please refer to detailed advertisement for engagement on contract basis under NFSM giving **Terms of Reference** for engagement on contractual basis enumerating the (a) general conditions, (b) required qualification and experience and (c) charter of duties expected to be performed by the selected candidates against each of the above positions, which is available at www.agricoop.nic.in; www.nfsm.gov.in and www.indiaseeds.com.
5. The interested candidates, fulfilling the eligibility criteria as given in ToR may submit their typed applications in the prescribed proforma as per Annexure-I.
6. Please attach self attested photocopies of educational qualification, experience and SC/ST/OBC/PH certificates along with the application.
7. Last date for receipt of applications is 22 Jan 2019.

Detailed advertisement available at: www.agricoop.nic.in www.nfsm.gov.in www.indiaseeds.com	Applications to be sent by speed post to: Manager (Human Resources), National Seeds Corporation Limited, Beej Bhavan, Pusa Complex, New Delhi-110012	Last date for receipt of applications: <u>22 Jan 2019</u>
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TERMS OF REFERENCE

5. GENERAL CONDITIONS:

- 1) Maximum admissible age limit is 65 Years **as on 01.04.2019** (preferably less than 64 years as on 01.04.2019 for full 1 year contract period).
- 2) The engagement on contract basis will be for a period of one year. Based on their performance and continuation of the scheme, the period of engagement may be extended on annual basis for a maximum period of 3 years.
- 3) Minimum percentage of marks/ CGPA eligibility in the prescribed qualifying educational examination is 60% and 6.0 respectively.
- 4) A Screening Committee shall screen the received applications for qualification, experience, age etc and prepare a shortlist of eligible candidates.

- 5) The candidates whose candidature is rejected by the Screening Committee due to educational qualifications, age, experience, late receipt etc shall be informed electronically on e-mail informing the reason and no further communications in this regard will be entertained. The candidates can apply for a maximum of two positions, otherwise all applications are liable to be summarily rejected.
- 6) The shortlisted candidates shall be called for a personal interview, somewhere in February, 2019, by the Selection Committee whose decision shall be final and binding. The candidates may also have to give a short written examination or a Power Point presentation on an assigned topic on the spot.
- 7) The serving contract employees in DAC&FW having similar experience and requisite qualifications and age etc can also apply. Appropriate waitage for experience of similar nature shall be admissible to such candidates during the interview as decided by the Selection Committee. The criteria of essential qualification, experience and age limit may be relaxed to suitable candidates only with the approval of the Competent Authority.
- 8) The selection of required number of national consultants and TAs as shown for NMOOP in column 4 of above table shall be based on their relevant qualification, experience etc on Oil Seeds, Oil Palms and Tree Borne Oil seeds.
- 9) The short listed candidates called for personal interview shall be required to bring/ produce original certificates of educational qualification, experience SC/ST/OBC/PH certificates at the time of interview.
- 10) **No TA/DA will be admissible for attending interview.** The selected candidates shall also not be entitled for accommodation, medical reimbursement, dearness allowance etc but would be paid a consolidated amount as shown against each position in SN 1 above. However, in case of authorised tour within the country in connection with monitoring and implementation of NFSM work, usual TA/DA would be admissible.
- 11) The selected candidate will be given an offer of appointment asking him/ her to report wef **01.04.2019** after furnishing a non-disclosure undertaking.
- 12) In case of unsatisfactory performance, the selected candidate will be given a notice of 30 days and his/ her contract services terminated and offer given to next candidate on the panel.
- 13) The selected candidates shall be eligible for 8 days' leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid and any unavailed leave shall lapse.
- 14) TDS as admissible shall be deducted from the monthly remuneration of the selected candidates. A TDS certificate shall be issued by the concerned DDO on demand.
- 15) The engagement of a fresh candidate shall not confer any right for regular or continuous employment in the department and engagement of a retired employee will not be considered as a case of re-employment.
- 16) The selected candidate should have good communication and interpersonal skills and should be of pleasing personality and manners to work in a department of the government.
- 17) Biometric attendance of selected candidates will be compulsory.
- 18) The DAC&FW reserves the right to accept or reject any number of applications and withdraw any vacancy without assigning any reason.
- 19) Last date for receipt of applications is_____.

6. REQUIRED QUALIFICATION & EXPERIENCE AGAINST EACH POST

6.1 Qualifications for National Consultants (NFSM/ NMOOP):

- i. Doctorate degree in Agronomy/Agriculture Extension/ Soil Science/ Plant Breeding/ Crop Improvement/ Plant Protection or M.Tech in Agricultural Engineering with minimum **15 years** of field experience in crop production / mechanization. In case of departmental candidate (retired) having experience in the relevant field with at least 5 years as Deputy Commissioner or above.
- ii. Ability to analyze data and preparation of projects, writing reports/seminar notes /articles as evidenced by publication in National and International Journals.
- iii. The person should have the ability of team leadership & motivation.
- iv. Proficiency in computers like MS-Word, Excel, Power Point, Internet etc.

6.2 Qualifications for Consultants:

- i. Masters degree in Agronomy/Agriculture Extension/ Soil Science/ Plant Breeding/ Crop Improvement/ Plant Protection/ or any other agricultural subject/ or M.Tech in Agricultural Engineering or other discipline of agricultural sciences having at least **8 years** of field experience in Crop Production / Mechanization or working as Technical Assistants at National Level and State/ District Consultant. Doctorate Degree holders in the field of Agricultural Sciences may be given preference.
- ii. The person should have the ability to motivate and lead the team to motivate and lead the team to achieve the objective of the programme.
- iii. Ability to analyse data and preparation of projects, writing reports/seminar notes /articles as evidenced by publication in national and international journals.
- iv. The person should have the ability of team leadership & motivation.
- v. Proficiency in computers like MS-Word, Excel, Power Point, Internet etc.

6.3 Qualifications for Programme Manager:

- i. At least **15 years** experience of working in administration and finance out of which at least 5 years as Deputy Secretary and above.
- ii. Working knowledge of Computer Application.

6.4 Qualifications for Lead Programmer

- Master in Computer Application (MCA) from recognized university/ institutes with **8 years** experience in Govt. project in Asp.Net and Sql server.

6.5 Qualifications for Senior Programmer

- Master in Computer Application (MCA) from recognized university/ institutes with **4 years** experience in Govt. project in Asp.Net and Sql server.

6.6 Qualifications for Programmer

- Master in Computer Application (MCA) from recognized university/ institutes with **2 years experience** in Govt. project in Asp.Net and Sql server.

7.7 Qualifications for Technical Assistants (TA) – NFSM/ NMOOP

- i. Master degree in Agronomy/Soil Science/ Agriculture Extension/ Plant Breeding/ or any other Agriculture subject with specialization in management of field crops.
- ii. Persons with experience of research and extensions will be given preference.
- iii. Proficiency in computers like MS-Word, Excel, Power Point, Internet etc.
- iv. The criteria of required qualification/ experience may be relaxed for persons already working on contract basis in the relevant field.

7. DUTIES REQUIRED TO BE PERFORMED AGAINST EACH POST

7.1 Duties of National Consultants

- i. To provide technical guidance to the Mission Director/officers of the Department on matters related to NFSM. To examine action plans and to develop standardized formats for components of action plans.
- ii. To assist States in planning, formulation of NFSM action plans, whenever required.
- iii. To provide technical assistance to NFSM staff in scrutinizing the action plans received from the States.
- iv. To follow progress with respect to established time-lines and indicators for completion of each activity.
- v. To monitor the quality of implementation of various interventions proposed in the Mission for improving the production of NFSM Crops.
- vi. To assist Mission Director and other senior officers in synchronizing and synergizing with other divisions of DAC&FW; State governments; State agriculture Universities; ICAR research institutions and other stake holders on technical front.
- vii. To facilitate formation of teams for monitoring the progress of works in the States and provide technical guidance to them in conducting monitoring and evaluation.
- viii. To coordinate the work of State Project Management team and District Management Team.
- ix. To visit the States periodically to provide technical guidance and impart knowledge about best practices.
- x. To assist in the conduction of specific central and regional workshops.
- xi. To analyze the data received from various States and to come up with suggestion wherever improvements are required in the execution of the activities.
- xii. To coordinate the implementation of DBT in the state and district levels.
- xiii. Documentation and dissemination of contribution of various interventions of cluster demonstration and success stories.
- xiv. To render overall help to the technical staff working in the cell.
- xv. To perform other tasks specified by Mission Director.

7.2 Duties for Consultants

- i. To assist Mission Director, NFSM at National Level & State Level in planning execution and monitoring of the programme.
- ii. To visit assigned State periodically to monitor the programme.
- iii. To assist the States in sensitizing the district and field level officers and farmers through workshop.

- iv. To help in developing action plans/strategic documents of the programme.
- v. To assist the States in developing and implementing convergence with other Schemes/Programmes like RKVY, NHM and MGNREGA etc for judicious use of resources.
- vi. To assist in writing/compiling of crop specific NFSM Annual Report and documentation of success stories for dissemination amongst farmers.
- vii. To make power-point presentation and maintain data in excel sheets.
- viii. Any other duties/tasks assigned by Mission Director from time to time.

7.3 Duties of Programme Manager

- i. Will administer the works of NFSM Cell and assistance in financial management of the programme
- ii. Maintain action plans, financial and physical progress reports, DBT progress reports or any other documents related to the program.
- iii. Co-ordinating activities of National Level PMT of NFSM and make power-point presentation and maintain data in excel sheets.
- iv. Coordinating with Crop Division/RKVY/NSC and other agencies at National/State level.
- v. Any other duties/tasks assigned by Mission Director from time to time.

7.4 Duties of Lead Programmer / Senior Programmer/Programmer:

- i. To monitor the NFSM portal and updation of the site from time to time.
- ii. Timely uploading of action plans, financial and physical progress reports, DBT progress reports or any other documents related to the programme.
- iii. To make power-point presentation and maintain data in excel sheets.
- iv. Any other duties/tasks assigned by Mission Director from time to time.

7.5 Duties of Technical Assistants (NFSM/ NMOOP):

- i. Procure, compile and analyse state-wise data relating to proposed interventions of the programme.
- ii. Maintain relevant records/files and data of the various activities of the programme.
- iii. Assist in development of uniform monitoring and evaluation formats.
- iv. Undertake field visits to assess progress of Mission activities.
- v. Assist in monitoring of implementation of NFSM.
- vi. To make power-point presentations and maintain data in excel sheets.
- vii. Any other duties/tasks assigned from time to time.

Annexure I
Format for application

ANNEXURE-I

**Format of application for
National Consultants (NFSM)/ National Consultants (NMOOP)/ Consultant/
Programme Manager)/ Lead Programmer / Senior Programmer / Programmer/
Technical Assistants (NFSM)/ Technical Assistants (NMOOP)/
on contract basis in the National Level PMT of NFSM under the Department of
Agriculture, Cooperation & Farmers Welfare, New Delhi**

**Recent
passport size
photograph**

Post Applied for: _____

- 1. Full Name (in Block letters) :**
- 2. Father's/Husband's name :**
- 3. Date of Birth :**
- 4. Contact details**
 - a. Address for communication :**
 - b. Telephone/mobile no. :**
 - c. Email :**
- 5. Age as on 01.04.2019 (max 65 years) :**
(< 64 years as on 1.4.2019 for 1 year contract period)
- 6. Whether SC/ ST/ OBC* :**
- 7. Whether Physically handicapped* :**
- 8. Educational & Technical Qualifications* :**

SN	Educational Qualification	Board/ University/ Institute	Division/ Grade/ Percentage	Year of passing

9. Experience* :

SN	Organisation	Post held	Period	Duties performed

10. Computer Proficiency :

11. Foreign study tours/
assignments/ seminars etc attended :

12. Time required for joining :

13. Publications if any :

14. List of enclosures :

DECLARATION

I hereby declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Agriculture, Cooperation & Farmers Welfare. I have read this circular and ready to accept all the terms and conditions of engagement.

Signature
(Full name of the applicant)

Place:

Date:

* Please attach photocopies of certificates and testimonials.