

GOVT. OF ASSAM
DIRECTORATE OF HORTICULTURE & FOOD PROCESSING
ASSAM, KHANAPARA, GUWAHATI-22
e-mail: movcdassam@gmail.com

No. Hort. FP/435/MOVCD/Establishment/2017-18/06

Date: 07/01/2019

ENGAGEMENT OF ONE CONSULTANT ON CONTRACT BASIS

The Department of Horticulture & Food Processing, Assam invites applications from willing and eligible individuals for engagement of one Consultant under Mission Organic Value Chain Development for North East Region (MOVCD-NER) having experience in crop production, value addition and Marketing of Agriculture produce on CONTRACT BASIS in this Department for period of 12 months through mail/ in person so as to reach Directorate of Horticulture and processing, Assam on or before 28th Jan 2019 on the above mentioned address

2. No other compensation apart from consolidated fee/ remuneration will be admissible.
3. The details including eligibility criteria, Terms of Reference etc. are enclosed. The Department of Horticulture & F. P. reserves the right to accept or reject in part of or in full or all the responses received from applicants without assigning any reasons whatsoever. Terms and Conditions of the engagement are mentioned in Annexure-I.
4. The last date for receipt of application in the prescribed format is 28.01.2019 up to 1.00 PM. Applications received after due date/ time and without supporting documents will not be considered.
5. Selection of the Consultant shall be made by a duly constituted Selection Committee by process of interview and interaction. The Date of interview shall be notified subsequently. The decision of the Selection Committee shall be final.
6. The same may also be sent by e-mail movcdassam@gmail.com

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ANNEXURE-I

Terms and Conditions

1. Eligibility

- 1.1 Candidate must be at least graduate in Agriculture Science. Preference will be given to the candidate having Master Degree in Agriculture Science/MBA Marketing with good experience in crop production and value addition and marketing of Agriculture produce.
- 1.2 Should have good communication and interpersonal skills, proficiency in computer like MS word, MS Excel, Power Point and Internet etc.
- 1.3 Should have expertise in noting/ drafting, budget/ accounts, etc.
- 1.4 Ability to analyze data and preparation of project, writing report/seminar note/articles as evidenced by local and National paper.
- 1.5 Well -developed project management Skills.

2. Age Limit:

- 2.1 Should not be more than 40 year of age on the last date for receipt of application.

3. Remuneration:

- 3.1 The monthly consolidated remuneration of Consultant will be Rs.40, 000/- to Rs. 45, 000/- per month depending on candidate post qualification and experience.
- 3.2 The Consultant shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS/Medical Facility, Medical reimbursement etc.

4. Engagement:

- 4.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the department.
- 4.2 The Consultant will be appointed initially for a period of 6 months. His/ her services can be continued further subject to assessment of his/ her performance at the end of the tenure of 6 months by a duly constituted committee for the entire duration of 12 months contract period.

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5. Scope of Work/Job Responsibility:

5.1 Preparation of monthly action plan regarding organic crop production, strategy for value addition, preparation of daily report, imparting farmers training, marketing strategy of organic product, preparation of report of marketable surplus, market strategy of surplus produce of FPC under MOVCD, capacity building, infrastructure development of FPC, Market linkage, IT based knowledge platform for information flow, documentation and reporting, DBT Establishment & Administration. Any other matter which may be deemed fit by the Competent Authority.

6. Working Hours:

6.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of emergency of work. He/ she will be required to put in min 42 hours per week.

6.2 Attendance based on register shall be compulsory.

6.3 He will be required to make his services be available on Holidays/ weekends as and when called upon to do so in exigencies for which no additional remuneration shall be paid. However, he can avail compensatory off on subsequent working days during next 2 (Two) months.

7. Leave:

7.1 The Consultant shall be entitled to avail 8 days of Leave in a calendar year which he can avail at his convenience.

7.2 The un-availed leave in a calendar year cannot be carried forward to next calendar year.

7.3 The engagement as Consultant shall not be considered as a case of re-employment.

8. Tax Deduction at Source:

8.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

9. Confidentiality of data and documents:

9.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Organization shall remain with the Department.

9.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for Department without the express written consent of Director.

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9.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Director.

9.4 The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE – III.

10. Conflict of interest:

10.1 The Consultant shall in no case represent or give any opinion or advice to others in any matter which is adverse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.

10.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Department.

11. Termination of Agreement:

11.1 The Director may terminate the contract to which these terms apply, if: -

- (i) The Consultant is unable to address the assignment work.
- (ii) Quality of the assignment work is not to the satisfaction of the Controlling Officer/Competent Authority in the Directorate.
- (iii) The Consultant is found lacking in honesty, integrity, in the event of incidence in violating moral turpitude, or acts which are not in conformity with the CSS(Conduct) Rules, 1964 applicable to the Central Govt. Employee.
- (iv) The Competent Authority in the Department may also terminate the contract at any time without giving any notice and also without assignment any reason.
- (v) Upon mutual agreement with the Consultants for which the Consultant shall be required to give advance notice of 4 weeks.

HOW TO APPLY-

Interested candidate meeting the above criteria may send their application in the given application format along with self attested photocopy of the documents. The original certificate shall be required to be presented at the later stage of selection in case called for interview.

- i) Matriculation certificate as proof of birth.
- ii) Mark sheet, certificate in support of all educational qualification and experience,
- iii) The application form(Annexure-I)along with self attest copy of all relevant documents with self attested recent photograph should be forward in a envelope super scribe advertise ref no and application for engagement as consultant on contractual basis to Director of Horticulture & FP, Assam on or before 28th Jan 2019 through speed post/person/mail. Incomplete application will be summarily rejected. Director of Horticulture & FP, Assam will not be responsible for postal delay. The advertisements publish in Assam tribune and Amar Assom.

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ANNEXURE-II

Application for engagement as Consultant on contract basis in

Passport size
photo

MOVCD-NER CELL, Department of Horticulture & Food Processing, Assam

Duly filled Performa "APPENDIX" is attached

Name	
Mothers/ Fathers/ Husband's Name	
Address for Correspondence	
Permanent address Contact No./Nos. E-mail ID Educations/Technical Qualification (S)	
Details of experience to be attached as "APPENDIX" Date of Birth. Enclosed the copy of Birth Certificate.	
Any other relevant information (use separate sheet)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary Proceedings are pending against me, as on date.

Date:

Signature of the Applicant

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ANNEXURE-III

NON-DISCLOSURE UNDERTAKING

To,
Director of Horticulture & F.P., Assam, Khanapara
Guwahati-22

Sir,
I hereby undertake,

To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

Not to sell, trade, publish or otherwise disclosed to any one manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.

Not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with Director of Horticulture & FP, Assam which would otherwise conflict with my obligation towards Director of Horticulture & FP, Assam.

To abide by data security policy and related guidelines issued by Director of Horticulture & FP, Assam

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Director of Horticulture & FP, Assam any record/material, equipment, documents or data which is of confidential nature.
3. I shall keep Director of Horticulture & FP, Assam informed of any change in my address or contact details during the period of my engagement.
4. I undersigned that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Signature.....

Name:

Address.....

Dated.....

Personal Contact No.....