

# **TERMS OF REFERENCE (ToR)**

**Engagement of Contractual Employees under Pradhan Mantri Krishi Sinchayee Yojana -  
Per Drop More Crop (PMKSY-PDMC)**

**Directorate of Horticulture & F.P.  
Assam, Khanapara, Guwahati-22**

**Government of Assam**  
**Directorate of Horticulture & Food Processing,**  
**Assam, Khanapara, Guwahati-22**

**Terms of Reference (TOR) for engagement of Contractual Employee under Pradhan Mantri Krishi Sinchayee Yojana –Per Drop More Crop (PMKSY-PDMC)**

**A) Background:**

Directorate of Horticulture & F.P., Assam is implementing the “**Micro Irrigation**” (MI) component under Pradhan Mantri Krishi Sinchayee Yojana-Per Drop More Crop- (PMKSY-PDMC) which addresses the issue of assured irrigation by focusing on judicious and improved methods of micro-irrigation like drip & sprinkler irrigation for harnessing maximum benefits from available water resources to enhance crop productivity without affecting soil health. Parallel to this component, the “**Other Intervention**”(OI) component under(PMKSY-PDMC) is also implemented as a supplementary component for creation of micro water storage activities for rain water harvesting, water conveyance etc. with the ultimate aim for linking with micro irrigation for judicious use of available irrigation water in every farmer’s field.

Whereas, the MI component under PMKSY-PDMC is implemented through a work flow based portal [www.minetassam.in](http://www.minetassam.in) and the OI is a need based component, which will be implemented from 2022-23 onwards. To expedite the process of implementation of these two components under PMKSY-PDMC, Directorate of Horticulture & FP, Govt. of Assam (here-in-after as DHFP), needs some additional manpower. Accordingly, engagement of employees on contractual basis is proposed for one IT Programmer, one Technical Executive (HQ), one Account Executive (HQ), Ten Technical Executive (Agri), Ten Technical Executive (Agri-Engg), and one each for Data Entry Operator (Gr-I) & Data Entry Operator (Gr-II).

**B) Proposed for Engagement of Contractual Employee:**

Sl. No	Name of the Vacancy	Rank/ Eligibility Criteria	Nos .	Type of appointment	Renumerati on per month (Rs)	Total amount per annum (Rs)	Responsibility
1	IT Programmer	<u>Qualifications:-</u> B. Tech/BE (CS/IT), MCA, M. Sc (IT) <u>Work Experience:-</u> Minimum 1 yr experience in IT sector (Software Development & Programming) <u>Skill:-</u> (HTML/CSS/java script/PHP/C++, .NET, SQL with development skill. <u>Eligibility criteria:-</u> Age limit: 21-38 years Minimum 55% marks or 5.5/10 CGPA or equivalent at Graduation level.	1	Contractual appointment with fixed remuneration and scope for higher pay on satisfactory performance	35000/-	420000/-	Web Designing, Development and Management .
2	Technical Executive (HQ)	<u>Qualifications:</u> B.Sc (Agriculture) / B. Sc (Horticulture) with knowledge of computer (MS Word/ Excel/ Power Point etc.) . <u>Work Experience:-</u> Preference will be given to candidates with work experience in Agriculture/ Horticulture under any Govt. scheme. <u>Eligibility criteria:-</u>	1	Contractual appointment with fixed remuneration	25000/-	300000/-	Preparation of all types of reports, collection of data from districts etc.

		Age limit: 23-38 years Minimum 55% marks or 5.5/10 CGPA or equivalent at Graduation level					
3	Accounts Executive	<u>Qualification:-</u> B. Com or equivalent with specialization in Accounting and Finance with 1 year post qualification experience in maintaining Accounts both in Digital & Manual. <u>Eligibility criteria:-</u> Age limit: 21-38 years Minimum 55% marks or 5.5/10 CGPA or equivalent marks at graduate level	1	Contractual appointment with fixed remuneration	25000/-	300000/-	All types of fund release work, GST deductions, maintaining of Accounts, Audits etc.
4	Technical Executive (Agri)	<u>Qualifications:-</u> Degree in Agriculture/ Horticulture with 2 years' post qualification experience in field works preferably in irrigation sector and knowledge of computer. <u>Eligibility criteria:-</u> Age limit: 23-38 years Minimum 55% marks or 5.5/10 CGPA or equivalent marks in graduate level	10	Contractual appointment with fixed remuneration + TA	25000/- + fixed TA 7500/-	3900000/-	Monitoring of all types of installation work, preparation of estimates for water source creation work and liaison with DAO office /Engg Cell of Department.
5	Technical Executive (Agri Engg.)	<u>Qualifications:-</u> Degree/Diploma in Civil/ Mechanical/ Electrical Engineering with 2 years' post qualification experience preferably in irrigation sector and knowledge of computer <u>Eligibility criteria:-</u> Age limit: 21-38 years Minimum 55% marks or 5.5/10 CGPA or equivalent marks at graduate/diploma level	10	Contractual appointment with fixed remuneration + TA	25000/- + Fixed TA 7500/-	3900000/-	
6	Data Entry Operator (Gr-I)	<u>Qualifications:</u> BCA/ B.Sc (CS/IT)/ 3 years Diploma in CS/IT or equivalent qualifications with one year post qualification experience <u>Eligibility criteria:-</u> Age limit: 23-38 years Minimum 55% marks or 5.5/10 CGPA or equivalent marks at graduate/diploma level	1	Contractual appointment with fixed remuneration	20000/-	240000/-	All types of Data Entry/ data computing/ other office works
7	Data Entry Operator (Gr-II)	<u>Qualification:</u> 12th passed with Diploma in Computer Application (DCA) and minimum 3 years work experience in web management specific to www.minetassam.in portal under PMKSY scheme . <u>Eligibility criteria:-</u> Age limit: 23-38 years Minimum 55% marks or 5.5/10 CGPA or equivalent marks at 12 <sup>th</sup> Standard level	1	Contractual appointment with fixed remuneration	18000/-	216000/-	All types of data entry/ data computing/ other office works
		<b>Total</b>				<b>9276000/-</b>	

### **C. Objectives:-**

- i) Proper management, smooth co-ordination between stake holders, achieving of targets as per timeline and effective monitoring of various activities for successful implementation of the scheme.
- ii) Technical assistance and supervision of activities for smooth implementation of the projects.

### **D. Tasks:-**

#### **1. Tasks for IT Programmer to be engaged at the Directorate of Horticulture & F.P. (HQ) will be as follows:-**

- i) To work under the direction of Director of Horticulture & F.P. and State Nodal Officer, PMKSY.
- ii) To be responsible for management of [www.minetassam.in](http://www.minetassam.in) portal, web designing and development.
- iii) To solve any issue in the operation of the portal by the users.
- iv) To update the portal from time to time for any changes in parameters as well as data entry works.
- v) To provide services for data transfer work from the State portal to GOI portal under the scheme.
- v) To attend meeting with GOI and State Govt. related to any issue with operation of the portal.
- vi) To impart hand-holding training on the portal to departmental officers and other stake holders.
- vii) To guide the Data Entry operators under the PMKSY cell in data management works in the designated portal.
- vi) Any other works related to web management, development and designing that may be assigned by the employer.

#### **2. Task for Technical Executive (HQ) to be engaged at the Directorate of Horticulture & F.P.(HQ) will be as follows:-**

- i) To work under the direction of Director of Horticulture & F.P. and State Nodal Officer, PMKSY.
- ii) To be responsible for overall supervision of the scheme.
- iii) To maintain smooth coordination between different districts as well as stake holders.
- iv) To collect progress report from districts, prepare reports and relevant paper works.
- v) To participate in workshops, seminar, meetings etc. related to the scheme along with presentation of relevant papers.
- vi) To deliver services for effective monitoring of various activities under the scheme.
- vii) To visit any district under the scheme during field visit programme .

#### **3. Task for Accounts Executive (HQ) to be engaged at the Directorate of Horticulture & F.P.(HQ) will be as follows:-**

- i) To work under the direction of Director of Horticulture & F.P. and State Nodal Officer, PMKSY.
- ii) To be responsible for overall accounts of the scheme in traditional as well as digital form using appropriate software.
- iii) To be responsible for fund release works and reconciliation with bank accounts.
- iv) To keep liaison with DDOs and reconciliation with bank accounts.
- v) To be responsible for facing the departmental audits from time to time on any accounts related matter under the scheme.
- vi) To prepare reports and relevant paper works on accounts matter.
- vii) The Accounts executive will execute a bond with the Directorate of Horticulture & F.P. that he/she will not resign the job prior to completion of his/her period of assignment until and unless the Directorate relinquish him/her during period of service. Violation of agreed terms shall invite legal action against him/her.

**4. Task for Technical Executive (Agri) to be engaged in the District Agriculture Office(Comprising minimum 3 districts) for Field level works will be as follows:-**

- i) To work under the direction of District Agricultural Officer and District Nodal Officer, PMKSY.
- ii) To be responsible for all verification work under PDMC (MI) & PDMC (OI) on designated portal as well as in traditional system. They have to use an android mobile app for taking installation photograph and GPS readings for the location of installation of the component.
- iii) They have to travel extensively in their allotted jurisdiction (minimum 3 districts) as per requisition by the districts for verification works.
- iv) To be responsible for overall supervision of the scheme in their allotted jurisdiction.
- v) To maintain smooth coordination between different stake holders.
- vi) To attend awareness camp, training programme for farmers, prepare reports and relevant paper works as well as uploading work in the designated portal, for districts as well as State HQ.

**5. Task for Technical Executive (Agri Engg) to be engaged in the District Agriculture Office(Comprising minimum 3 districts) for Field level works will be as follows:-**

- i) To work under the direction of District Agricultural Officer and District Nodal Officer, PMKSY.
- ii) To be responsible for all verification work under PDMC (MI) & PDMC (OI) on designated portal as well as in traditional system. They have to use an android mobile app for taking installation photograph and GPS readings for the location of installation of the component.
- iii) To travel extensively in their allotted jurisdiction (minimum 3 districts) as per requisition by the districts for verification works.
- iv) To be responsible for all types of estimate preparation for PDMC (OI) components and taking approval from Engg. Cell of the Districts whenever required.
- v) To be responsible for record measurement in the MB Book against work done under OI components and preparation of Bill/ Progress report as well as uploading in the designated portal.
- vi) To maintain smooth coordination between different stake holders.
- vii) To attend awareness camp, training programme for farmers, prepare reports and relevant paper works for districts as well as State HQ.

**6. Task for Data Entry Operator (Gr-I) to be engaged at the Directorate of Horticulture & F.P.(HQ) will be as follows:-**

- i) To work under the direction of Director of Horticulture & F.P. and State Nodal Officer, PMKSY.
- 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. under the direction IT Programmer and SNO(PMKSY)
- iii) To extend help in the training programme on portal for departmental officers and other stake holders.
- iv) Any other related works assigned from time to time.

**7. Task for Data Entry Operator (Gr-II) to be engaged at the Directorate of Horticulture & F.P.(HQ) will be as follows:-**

- i) To work under the direction of Director of Horticulture & F.P. and State Nodal Officer, PMKSY.
- ii) To be responsible for various computerized works like web management, management of data preparation of reports, e-mailing etc under the direction IT Programmer and SNO(PMKSY)
- iii) To extend help in the training programme on portal for departmental officers and other stake holders.
- iv) Any other related works assigned from time to time.

**E. Period of Assignment:-**

- 1) The engagement is purely on contractual basis and offered initially for a period of 11 months only and further extendable from time to time on satisfactory performance for the remaining period of the scheme. The Director of Horticulture & F.P. will extend the service of contractual employee based on past performance and requirement of service.
- 2) This contractual engagement will not enable any one to make claim for any sort of regularizing or making the engagement permanent under the Dept. of Agriculture, Govt. of Assam in any Govt. schemes, programme, projects what so ever.
- 3) The contractual assignment may be terminated at any time giving one month notice from either side, without assigning any reasons, and without thereby incurring any liability to the Government of Assam.
- 4) It is desired that contractual employee engaged under the scheme shall observe the highest standard of ethics during the period of his/her services 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.
- 5) In the event of resignation, termination of a contractual employee within the project implementation period, Director of Horticulture & F.P., Assam shall engage suitable candidates if such vacancy is required to fill-up from among the wait listed candidates.

**F. Clubbing of Districts for allocation to Field level contractual Employee:-**

Each contractual employee will be provided with 3-4 Districts as their working jurisdiction. Candidates intend to apply for the vacancies are required to provide their preferences of working jurisdiction in terms of **Codes for Group of Districts** as mentioned below in the table:-

Group No	Name of the District	Codes for Group of District
1	Kamrup (Metro), Kamrup(R), Morigaon, Nagaon,	K(MR)MN
2	Barpeta , Baksa, Nalbari	BBN
3	Goalpara, Dhubri, South Salmara(Mankachar)	GDSSM
4	Darrang, Udalguri, Sonitpur	DUS
5	Golaghat, Jorhat, Majuli, Sivasagar	GJMS
6	Lakhimpur, Dhemaji, Biswanath	LDB
7	Bongaigaon,Chirang,Kokrajhar	BCK
8	Charaideo ,Dibrugarh, Tinsukia,	CDT
9	Karbi Anglong, West Karbi Anglong, Dimahasao, Hojai	KA(EW)DH
10	Cachar, Karimganj, Hailakandi	CKH

**G. Facilities to be provided:**

- 1) The contractual employees will be given access to all the documents, correspondence and any other information associated with the scheme, portal etc. as deemed necessary.
- 2) On selection of the contractual employee, 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. In special case, they may have to work beyond office hours also.
- 5) Transportation facility for field level contractual employee for all types of works in the allotted districts will be arranged by themselves, as fixed TA is provided. But in case of official tour to

State HQ undertaken from their own source, Travelling Expenditure/ DA will be reimbursed as per applicable /admissible norms of Govt. of Assam.

- 6) Each field level contractual employee will be allotted with 3 -4 contiguous districts. They will have to provide equal service to each of their allotted district as per duty to be assigned from time to time by respective district. Every month, a visit plan for each district will have to be prepared in advance, in consultation with the DNO, PMKSY and accordingly the same has to be countersigned by respective DAO at the end of the month and submitted to HQ for processing of monthly remuneration. Without compromising the assigned duties, the field level contractual employees may choose to stay in any one of their allotted district as per their own choice.
- 7) For contractual employee working at HQ, transportation facility for official tour outside HQ will be arranged by themselves when there is no official arrangement. In such cases, Travelling Expenditure/DA will be reimbursed in due course as per applicable/admissible norms of Govt. of Assam.
- 8) The contractual employee will be allowed to avail (two) days casual leave for each completed month of service to maximum of 12 (twelve) days in a year. No other kind of leave shall be admissible to the contractual employee. Leave more the 12 days will be treated as Leave without pay.
- 9) In case of Leave without pay, calculation for per day deduction of pay shall be based on 30 days in a month, irrespective of any month of the year.
- 10) Sitting arrangement with other logistic support will be provided for contractual employee working at HQ. For Field level contractual employee there will be no permanent sitting arrangement, however, DAO of respective district will make necessary sitting arrangement at the time of visiting the district office. Any other logistic support if required will be provided from HQ.
- 11) No services/facilities other than those mentioned above shall be extended.
- 12) The engagement may be continued on the basis of recommendation of Director of Horticulture & F.P., Assam.

#### **H. Monthly Remuneration:**

Monthly remuneration of the contractual employees is fixed as follows:-

SN	Name of Contractual Employee	Fixed Remuneration per month (Rs)
1	IT Programmer	35000/-
2	Technical Executive (HQ)	25000/-
3	Accounts Executive	25000/-
4	Technical Executive (Agri)	25000/-
5	Technical Executive (Agri Engg.)	25000/-
6	Data Entry Operator (Gr-I)	20000/-
7	Data Entry Operator (Gr-II)	18000/-

- i) After completion of each year, a provision of enhancement of 10% on monthly remuneration of previous year may be considered.
- ii) An additional amount of not exceeding Rs 7500/- per month will be provided to field level contractual employee engaged at District level as cost of POL for visit to the site of installation for conducting verification work , field awareness camp, training to farmers and for any other field task as directed by DAO/DNO. The field level contractual staff will use two wheeler (Bike) owned by him or his/her family members.

I. **Interview and selection modalities:-**

- i) Advertisement shall be published in local Newspaper for invitation of application from eligible candidates in prescribed format (Annexure-I & Annexure-II)
- ii) The Advertisement, Terms of Reference and Prescribed format of application shall be available in the website: <http://dirhorti.assam.gov.in> and may be downloaded from there.
- iii) Duly filled up application along with self-attested copies of mark sheet, certificates from HLSC onwards, experience certificate etc. must be submitted to the Directorate of Horticulture & F.P. during office hours within last day of submission of application as per notice circulated. No application will be received after the same date & time.
- iv) After scrutiny of the testimonials, the names of candidates fulfilling the criteria shall be uploaded in the website: <http://dirhorti.assam.gov.in> and shall be invited to appear before the interview board on specific dates and venue.
- v) Interview board constituted hereunder will conduct Walk-in interview for engagement of contractual employees.
- vi) The candidates must place original copy of their documents submitted along with the application form before the interview board for verification; any lapses may cause rejection of his candidature.
- vii) Any candidate not appearing in the interview on due dates his/her candidature will automatically be cancelled and no claim regarding this will be entertained.
- viii) No TA/DA will be entertained for attending the interview.
- ix) Valid 10-digit mobile No. and E-mail ID must be furnished in the application form. Correspondence from the DHFP (if any) shall be made only through E-mail. DHFP shall not be liable for non-receipt of E-mail.
- x) Canvassing in any form for his/her candidature is prohibited and if found indulged in such activity, his/her candidature shall be liable for rejection.
- xi) The candidates will be selected on the basis of recommendation of the interview board.
- xii) Director of Horticulture & F.P., Assam shall be the final authority for engagement of a candidate, termination of a contractual employee or extension of terms, period of service etc.
- xiii) Minutes of Interview Committee will be submitted within 7 days from the date of interview conducted, for approval from the Chairman, Selection Committee.
- xiv) Final appointment letter to the selected candidates will be issued by the Director of Horticulture & F.P., Assam.
- xv) Appointment of contractual employee will be based on fund available in the financial year under PMKSY scheme and accordingly the number of vacancies may increase or decrease. The number of vacancy shown at table at **para B** is purely tentative.
- xvi) The Director of Horticulture & F.P, Assam may divert the field level vacancies from one district to another district based on requirement and performance of the field level contractual employee.



**J. Constitution of the Selection Committee:-**

The main notified committee for selection of candidates is as follows:-

1	Addl. Secretary to Govt. of Assam, Agriculture Department	Chairman
2	Director of Horticulture & F.P., Assam	Member Secretary
3	Representative of NIC	Member
4	Representative of Directorate of Employment and craftsmen Training	Member
5	Deputy Director of Agriculture (Hort.)	Member
6	Executive Engineer (Agri)	Member
7	Asstt. Director of Agriculture (Hort.)	Member
8	State Nodal Officer, PMKSY	Member
9	Representative of NIELIT, Guwahati	Domain Expert

Further, some additional officers will be put to duties to help the Selection Committee, by the Director of Horticulture & F.P. for smooth conduct of the walk-in- interview and test, if numbers of candidates applying for various vacancies are found to be more.



SADO (Hort.) & State Nodal Officer, PMKSY  
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