



**Convergence of Agricultural Interventions in Maharashtra (CAIM)**  
1<sup>st</sup> Floor, Sahakar Sankul, Kanta Nagar, CAMP, Amravati- 444602 Phone: 0721-2552475

**Inviting applications for the Appointment of Contractual Staff**

CAIM - Recruitment - 01<sup>st</sup> August 2018 Government of Maharashtra's Convergence of Agricultural Interventions in Maharashtra (CAIM) programme assisted by International Fund for Agricultural Development (IFAD) and Sir Ratan Tata Trust (SRTT) is being implemented in distressed districts of western Vidarbha. Project completion date is 31<sup>st</sup> Dec 2018.

Sr. No.	Name of the Post	No. of Post Vacant/Waiting	Consolidated Salary per Month
1	Agri Business Expert (DPMT)	09	Rs. 39,000/-*
2	Accountant (DPMT)	01	Rs. 26,000/-*
3	Cluster Co-ordinator (Cluster)	16	Rs. 20,000/-*
4	Agri Field Officer (Cluster)	25	Rs. 18,000/-*
5	Data Entry operator (DPMT)	05	Rs. 10,000/-*

For eligibility details and to download prescribed application format kindly visit [www.msamb.com](http://www.msamb.com). Eligible candidates must send their applications strictly in prescribed format on above mentioned address /or email on [caim\\_pmu@msamb.com](mailto:caim_pmu@msamb.com) on or before **14<sup>th</sup> August 2018**.

**Note - Only shortlisted candidates will be called for personal interview and documents verification. Final decision regarding interview call lies with the selection authority.**

**Project Director**

**IMPORTANT NOTES**

1. If candidate is willing to apply by e-mail; 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 Project Director is authorized to change the no. of post as per requirement.



  
**Project Director (CAIM) &  
Commissioner, Amravati Division,  
Amravati**

<p><b><u>For Office Use, Only</u></b></p> <p>Post Code: .....POST NAME.....August - 2018</p> <p>Application No. _____</p>
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**CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN  
MAHARASHTRA (CAIM)**

Application Form for the post of

**Sr. No. of Post \_\_\_\_\_ Name of Post \_\_\_\_\_**

**(A) Personal Details**

Date of Application		
Name (in BLOCK CAPITALS)		
Date of Birth (dd/mm/yyyy) (Age as on 01-08-2018)		
Address for Communication		
Contact Information:	Landline	Mobile
	Email	
District Preferred (Pl. indicate Head Quarter preference between 1 to 6. Indicate nil preference by 0)	( ) Akola	( ) Wardha
	( ) Amravati	( ) Washim
	( ) Buldhana	( ) Yavatmal

**(B) Educational Qualification:**

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post-Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

**(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.)


**(D) Experience**

**\*Please list beginning from most recent**

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

**(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)**

## Sr. No. 01 Post of Agri Business Expert (DPMT)

(Amravati, Akola, Buldhana, Wardha, Washim & Yavatmal)

### (1) Eligibility Criteria Post of Agri Business Expert (DPMT)

Designation	Educational Qualification	Experience
Agri Business Expert (DPMT)	Full time MBA / PGDBM Or Post Graduate in Agriculture / Horticulture / Agricultural Engineering	At least 3 years' experience in Agriculture Marketing or Agriculture Marketing Project Management
	Graduates in Agriculture / Horticulture / Agricultural Engineering	At least 5 years' Experience in Agriculture Marketing or Agriculture Marketing Project Management

### (2) Job Requirements Post of Agri Business Expert (DPMT)

The key responsibilities of the Agri-business development expert (ABD Expert)

- Along with the NGOs and private sector players, initiate actions to empowering the rural 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 this is underpinned in training in the potential benefits of forming such groups;
- Ensure that the SHGs, JLGs and CMRCs have a presence on local and regional fora associated with marketing improvements;
- Arrange facilities to improve the ability of SHGs, JLGs and CMRCs to overcome their cash constraints through linkages with banks and market institutions;
- Create and strengthen discussion between the private sector and SHGs, JLGs and CMRCs for enhancing the market environment, particularly with regard to prices and quality;
- Identify viable and technically feasible and financially viable sub-projects that are linked to markets and can be undertaken by the target group HHs in particular the SHGs, JLGs and CMRCs 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 centres, 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 staff regarding quality and thereby ensuring better prices; and
- Facilitate investment in milling and processing units for primary processing within villages to make the task of milling more convenient for women by arranging medium term credit and organizing JLGs and SHGs;
- 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 bring improvement in marketing and ensure better returns to the SHGs and in this respect, establish linkage with the private sector players and draw specific plans for development; and
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting and assisting the PC in compiling his/her reports.

### (3) Remuneration Post of Agri Business Expert (DPMT)

Honorarium Rs. 39,000/-\* per month (Consolidated)

## **Sr. No. 02 Post of Accountant (DPMT)**

(Akola, Amravati, Buldhana, Wardha, Washim & Yavatmal)

### **(1) Eligibility Criteria Post of Accountant (DPMT)**

**Qualifications** – Post-graduate in Commerce & Accounting with good academic record.

**Experience** – 3 years' Professional experience in Financial Management, Preferably in Managerial Position.

**Additional Qualifications** – The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

Candidates with previous experience in Internationally Funded Rural Development Project will be preferred.

### **(2) Job Requirements Post of Accountant (DPMT)**

The Accountants will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at PMU. He/she will report to the project manager. His/her functions and responsibilities will essentially include:

- Facilitating timely disbursement of project funds and compiling SOEs for the Project and submitting them to the PMU office.
- Ensure that the expenditures are in accordance with IFAD Financing Agreement;
- Maintain all Project Accounts at Block level and provide regular progress reports;
- Coordinate with the NGO Accountants and ensure that the SOEs are prepared and sent to PMU on time;
- Prepare time schedule for procurement of goods and services that are required at cluster level in accordance with IFAD Financing Agreement and maintain account;
- Ensure that the project accounts are audited in time and audit reports are sent to IFAD; and
- Such other duties as may be assigned by the project coordinator including attending all district coordination committee meetings and assisting the Manager PMT in compiling his/her reports.

### **(3) Remuneration Post of Accountant (DPMT)**

Honorarium Rs. 26,000/-\* per month (Consolidated)

## **JOB PROFILE**

### **CLUSTER CO ORDINATOR:**

#### **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 3 years. Experience in community mobilization, Co ordination of Developmental activities in rural areas related to agriculture -Production to Marketing , Livelihood activities , co ordination and follow up with Government developmental programme shall be preferable. Knowledge of good Marathi (reading, writing & speech), English and MS Office is must.

#### **Job Profile:**

The main responsibility to coordinate, manage and provide support to the implementation of activities under CAIM programme. 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 planed 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)\*

## **JOB PROFILE**

### **Agricultural Field Officer (AFO)**

#### **Position:**

Agricultural Field Officer

#### **Reporting to / Works with:**

District Program Manager (DPM)

#### **Qualification and Experience:**

Candidate must possess B.Sc.(Agri) from recognized Agricultural University with minimum 2 years of experience or Diploma (Agri) from recognized Agricultural University with 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.

#### **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)\*

## **JOB Profile**

### **Data Entry Operator (DPMT)**

#### **(1) Eligibility Criteria**

Qualifications: The essential qualifications for the position include any Graduate degree with additional skills in Computer Operating including skills in database management or Appropriate Diploma with at least 1 year Experience with Typing in Marathi, Hindi and English with 40wpm.

#### **(2) Job Requirements**

Office Assistant CUM Data Entry Operator will be responsible for updating all project related database and provide support to the respective Units such as PSU, PMU and DPMTs in performing their roles more effectively. They will work in collaboration with their colleagues and report to their respective head. The functions and responsibilities of the Office Assistant CUM Data Entry Operator will include:

Document typing in Marathi, Hindi and English language as instructed by supervisor

- Update all data relating to the operations of CAIM including the RIMS survey, baseline surveys etc in compliance with the overall requirements of the CAIM;
- Prepare periodical reports required by DPMU Managers, PMU Project Director and PSU Liaison Officer and GoM in accordance with guidelines provided to you;
- Provide support to the M&E specialists in developing computer-based formats and questionnaires and ensure that all such formats are computer-compatible;
- Work in close coordination with the other members of the Unit and provide them with required computer services as needed by them;
- Obtain, update and maintain data and information relating to CAIM programme on a regular basis and provide outputs to your immediate supervisors;
- Assist your supervisor in the preparation of progress reports and other documents that are required for the CAIM as guided by your supervisor;
- Maintain soft copies of documents such as PIM, appraisal report, working papers, minutes of meetings, all records relating to CAW and make available such soft copies to your supervisor as and when needed;
- Carry out any other duties assigned by his/her officer-in-charge.

#### **(3) Remuneration**

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

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