



Convergence of Agricultural Interventions in Maharashtra (CAIM)

1st Floor, Sahakar Sankul, Kanta Nagar, CAMP, Amravati- 444602 Phone: 0721-2552475

Inviting applications for the Appointment of Contractual Staff

CAIM - Recruitment – 06th June 2017 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 Vidarbha namely Akola, Amravati, Buldhana, Wardha, Washim and Yavatmal. The project period ends on 31st Dec 2018.

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

Sr. No.	Name of the Post	No. of Post Vacant/Waiting	Consolidated Salary per Month
1	Accounts Officer (PMU)	01	Rs. 52,500/-
2	Agronomist (PMU)	01	Rs. 43,300/-
3	Junior Accounts Officer (PMU)	01	Rs. 40,000/-
4	BCI Program Manager (PMU)	01	Rs. 43,300/-

For eligibility details and to download prescribed application format kindly visit www.msamb.com Eligible candidates must send their applications strictly in prescribed format on above mentioned address /or email on caim_pmu@msamb.com on or before 25th June 2017.

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

Final selection will be done on the basis of written examination if necessary and personal interview.

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,
Amravati

<u>For Office Use, Only</u> Post Code:POST NAME.....June - 2017 Application No. _____
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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 01-06-2017)			
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 Accounts Officer (PMU)

(Amravati)

(1) Eligibility Criteria Post of Accounts Officer (PMU)

Qualifications – Postgraduate degree in commerce, accounting, finance or comparable post graduate professional qualification with good academic record.

Experience – minimum of 6 years professional experience in financial management, preferably in managerial position.

Additional Qualifications – Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference.

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

(2) Job Requirements Post of Accounts Officer (PMU)

The Accounts Officer will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at Block and district levels.

He/she will report to the Project Director directly. His/her functions and responsibilities will essentially include:

- Contributing to the preparation of the programme implementation and financial manuals
- Facilitating timely disbursement of programme funds to districts, Blocks, NGOs, Gram Panchayats and SHGs and compiling SOEs for the Project and submitting them to the Project Coordinator
- Ensure that the expenditures are in accordance with IFAD Financing Agreement
- Maintain Project Accounts
- Coordinate with the DPMTs and NGOs to ensure that the statement of expenditures (SOEs) are prepared and sent to PMU on time
- Prepare guidelines for procurement and facilitate procurement of goods and services in accordance with IFAD Financing Agreement
- 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 director including attending all PSC meetings and assisting the C-AIM Partnership Committee in compiling his/her reports.
- Any other duties as may be assigned by the Project Director.

(3) Remuneration Post of Accounts Officer (PMU)

Honorarium Rs. 52,500/-* per month (Consolidated)

Sr. No. 02 Post of Agronomist (Krishi Vidya Vetta) (PMU)
(Amravati)

(1) Eligibility Criteria Post of Agronomist (PMU)

Qualifications – Postgraduate degree in Agriculture/ Horticulture/ Agronomy or relevant field. M.Tech or relevant field with good academic record.

Experience –relevant working experience in sustainable agriculture, insitu Soil & water Conservation & livestock development for no less than 3 years after the completion of required education qualification. Experience of handling development projects will be an added advantage.

Additional Qualifications - The candidate should not be more than of age of 45 and be willing to work in rural areas involving extensive touring.

(2) Job Requirements Post of Agronomist (PMU)

The key responsibilities of the Agronomist: -

- Along with the NGOs, Agriculture Department and other relevant stakeholders, initiate actions to empowering the small & marginal farmer/rural women and other project beneficiaries to participate in Sustainable Agriculture related activities by increasing their awareness about the In Situ soil and water conservation, Low external input sustainable agriculture- LEISA methods, Livestock development to increase their participation in decision-making and negotiation through training;
- Provide input to the District Agribusiness Experts, implementing agencies for developing scope of Sustainable Agriculture in the project and develop strategies for implementation;
- Ensure to propagate sustainable agriculture activities through Water Shed Volunteers, SHGs, JLGs and CMRC and other community based institutions;
- Design and conduct capacity building programmes for implementing team and beneficiaries on Sustainable Agriculture;
- Create and strengthen discussion between the line department, subject specialist, and SHGs, JLGs;
- CMRCs for enhancing the discussions on Sustainable Agriculture, in Situ soil & water conservation, Livestock development;
- Identify viable and technically feasible and financially viable sub-projects that are linked to sustainable agriculture 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 demo farmers, technology dissemination, knowledge exchange, research study & documentation, etc.;
- Creating linkages with market for better price of farmer's LEISA & Dairy produce;
- Facilitate the need assessment and planning for soil and water conservation work at village level;
- 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 sectoral analysis to bring improvement in execution of sustainable agriculture related activities in project;
- Need to work closely with Agri Business Expert at districts
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting, doing presentations on the behalf of project, etc.

(3) Remuneration Post of Agronomist (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 03 Post of Junior Accounts Officer (PMU)
(Amravati)

(1) Eligibility Criteria Post of Junior Accounts Officer (PMU)

Qualifications – PG in Commerce or Accounting, Finance or comparable PG degree from recognized university/Institute with good academic record.

Experience – minimum of 4 year of minimum experience after the completion of required education qualification

Additional Qualifications – Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference.

Should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

The PMU will recruit the candidate with appropriate qualification and experience, as may be satisfactory to IFAD. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Junior Accounts Officer (PMU)

The Jr. Accounts Officer PMU will assist the Accounts Officer (PMU).

The Accounts Officer will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at Block and district levels. He/she will report to the Project Director directly. His/her functions and responsibilities will essentially include:

- Contributing to the preparation of the programme implementation and financial manuals
- Facilitating timely disbursement of programme funds to districts, Blocks, NGOs, Gram Panchayats and SHGs and compiling SOEs for the Project and submitting them to the Project Coordinator.
- Ensure that the expenditures are in accordance with IFAD Financing Agreement;
- Maintain Project Accounts;
- Coordinate with the DPMTs and NGOs to ensure that the statement of expenditures (SOEs) are prepared and sent to PMU on time;
- Prepare guidelines for procurement and facilitate procurement of goods and services in accordance with IFAD Financing Agreement;
- Accounts section of PMU will closely monitor the activities and financial disbursement, respectively.
- 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 director including attending all
- PSC meetings and assisting the C-AIM Partnership Committee in compiling his/her reports.

(3) Remuneration Post of Junior Accounts Officer (PMU)

Honorarium Rs. 40,000/-* per month (Consolidated)

Sr. No. 04 Post of BCI Program Manager (PMU)
(Amravati)

(1) Eligibility Criteria Post of BCI Program Manager (PMU)

Qualifications – Full time post graduate university degree in Agriculture or relevant field with exposure in Agriculture, Administrative communication, Rural development activity management

Experience – relevant working experience for minimum of 3 years' after the completion of required education qualification Preference will be given to the experience in Cotton Management.

Additional Qualifications –Experience in community mobilization, Coordination of Developmental activities in rural areas related to agricultural Production, follow up with developmental field staff. 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.

(2) Job Requirements Post of BCI Program Manager (PMU)

The main responsibility is to coordinate, manage and provide support to the implementation of BCI activities under the programme. The main functions and roles will include:

- Co-ordinate BCI trainings, providers or resource persons, demonstrations, studies etc.
- Farmers' Training needs assessment, training materials development and procurement etc.
- Communication with fluency both Marathi and English and perform as Trainer of Trainees.
- Capable of mobilizing community for participation on development activities through Field Facilitators, arrange for campaigns on various aspects of cotton production development, marketing, Group formation and connecting Socially, and health related subjects etc.
- Draw and follow up the periodical review of the planed implementation at Learning Groups, Control Groups at farmers' level and district and Block level staff / IAs/other operating agencies to ensure participation.
- Assess requirements of assets for BCI development activities and preparation of Annual Action Plan & Budget.
- Encourage woman Headed farming families' participation in various BCI developmental activities, exposure visits.
- Coordinate the activities and conduct special reviews with regard to their quality and output results and make changes for modifications in consultation with the BCI and provide feedback for developing appropriate monitoring indicators.

(3) Remuneration Post of BCI Program Manager (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)