



Convergence of Agricultural Interventions in Maharashtra (CAIM)

Programme Management Unit, Sahakar Sankul,
Kanta Nagar, Camp, Amravati Pin- 444602
Phone no. 0721-2552475

Applications for the Post of M&E Consultant

Date: 20th February 2018 Govt. of Maharashtra is implementing "Convergence of Agricultural Interventions in Maharashtra (CAIM)" Programme in Amravati, Akola, Buldhana, Washim, Yavatmal and Wardha districts with the financial Assistance from IFAD and SRTT.

The project would like to hire M&E Assistant on three months contract basis to assist Monitoring & Evaluation Officer for Compilation of Progress Report, Typing etc.

Contract can be extended on the basis of performance of hired staff. The qualification criteria are given on the website of Maharashtra state Agricultural Marketing Board, Pune. i.e. www.msamb.com, and the programme details are given on <http://caim.gov.in>

The Softcopy of the application should be submitted to **10th March 2018** on caim.pmu@gmail.com or hard copy / of the application should be submitted in to Programme Management Unit Office, Sahakar Sankul, Kanta Nagar, Camp, Amravati. Pin - 444602 not later than **10th February 2018** on the address given above. The Application document with all necessary details can be obtained from: www.msamb.com or PMU Office Amravati. Only shortlisted candidates will be called for interview. Final Decision regarding interview call lies with selection authority.

**Project Director, CAIM
Divisional Commissioner, Amravati**

<p><u>For Office Use, Only</u></p> <p>Post Code:POST NAME.....Feb - 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 01-02-2018)		
Address for Communication		
Contact Information:	Landline	Mobile
	Email	

(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)

JOB Profile

Monitoring & Evaluation Assistant

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

M&E Assistant 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 M&E Assistant 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 periodic reports required by DPMU Management, 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)