

**TERMS OF REFERENCE****For hiring of 01 no. of Assistant-I (Procurement & Input- Technical) for “Procurement & Input” under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART)****Project background:**

1. The Government of Assam (GoA) through Government of India (GoI) has received/obtained a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART while West Assam Milk Producers’ Cooperative Union Limited (WAMUL) is the implementing agency for the activities under “Formal Dairy Sector” in the project. WAMUL now intends to engage an **Assistant-I (Procurement & Input - Technical)** on Contractual basis towards implementation of the APART project.
2. The development objective of APART is to “add value and improve resilience of selected agri-value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of the State of Assam”.
3. There are four components to the project: **The first component (A)** is Enabling Agri enterprise Development, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing stewardship councils. **The second component (B)** is Facilitating Agro Cluster Development with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. **The third component (C)** is Fostering Market Led Production and Resilience Enhancement with sub components being (i) promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence and product aggregation (iii) Facilitating access to and responsible use of financial services. **The fourth component** is project Management, Monitoring and Learning.
4. The project will achieve the proposed PDO by: (i) promoting investments in agri-enterprises, reducing the business and transaction costs, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; (ii) supporting the development of a modern agri-supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producers’ access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a cluster approach both in terms of production (production clusters) and processing (enterprise clusters)

**WAMUL’s Role**

5. WAMUL will be the implementing agency for the **Third Component - and sub-component - C.1.3.1 -Milk value chain: Formal sector**. The focus of this value chain is productivity enhancement by genetic up gradation of Non-descript cows using Artificial insemination, improved feeding through Fodder production demonstration, etc. The project will also install Bulk Milk Coolers (BMCs) for handling increased volume of raw milk procurement and maintaining the quality till it is transported to the Processing plant. Automated Milk Collection Unit (AMCU) will be installed at each DCS to ensure transparency in milk reception, weight measurement and quality testing for making producers payments. The project will be leveraging the liquid milk processing and product manufacturing capacity of WAMUL.

**Scope of Position of Assistant-I (Procurement & Input- Technical):**

6. WAMUL intends to engage **01 Assistant-I (Procurement & Input- Technical)** on contractual basis for maintenance and monitoring Milk procurement-based equipment /hardware/software/AMCU/DPMCU/BMC etc. present on various milk routes under WAMUL operational area.

The Assistant-I (Procurement & Input- Technical) will be placed in any of the project area under APART and will report to Supervisor-Technical (Procurement & Input), WAMUL.

**Qualification, Experience, Skills, Age****7. Essentials:**

- a) **Educational Qualification and Experience:** 3 Years Diploma in Engineering (Electronics/IT/ECE/CSE/Electrical) from a recognized institute/University. Minimum 1 year of relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage

**Or**

ITI in Computer Operating & Programming Assistant (COPA)/Information Technology & Electronic System Maintenance (IT & ESM)/Electronics/IT/Electrical after 10<sup>th</sup> Standard from a recognized institute. Minimum 2 years relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage.

- b) **Language:** Fluency in Assamese, English and Hindi (Read & Write)
- c) **Age:** Age of the candidate should not be more than 28 years as on 1<sup>st</sup> January, 2023. However, age relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

**8. Desirable:**

- a) Should have in depth technical knowledge in computer & IT based hardware & software application
- b) Should have experience of working in rural environment.
- c) Ability to travel extensively.
- d) Experience of providing IT technical Support & Development, Implementation and overall Facility Management of IT Infrastructure.
- e) Ability to work effectively in Commissioning, installing new applications and customizing existing applications in order to make them fit for purpose.
- f) Define and improve all System and Network operations processes.
- g) Should be efficient in troubleshooting Network Problems.
- h) Should be comfortable in working in Village Based Area of Assam for installation and support of IT Enabled Services.
- i) Should be fluent in Speaking and Writing of English, Hindi and Assamese language.
- j) Should be efficient in Data Entry of various reports.

**9. Key Job Responsibilities (Indicative):**

**Assistant-I (Procurement & Input- Technical)** will be responsible for

- a) Primarily responsible for planning of equipment required for the area of operation of WAMUL.
- b) Maintenance & Monitoring of milk procurement-based equipment /hardware/software/ AMCU/DPMCU/BMC's etc present on various milk routes.
- c) Ensuring that proper weighing, testing and chilling activities are carried out at all the BMC centers of WAMUL through Automatic Milk Collection Systems (AMCS). Accuracy & efficiency of the milk collection & cooling equipment present on all milk routes.
- d) Ensuring quality of the collected and supplied milk from the procurement area of WAMUL.
- e) Monitoring the collection and testing activities at all the BMC centres & societies from routes time to time.
- f) Ensuring that the daily milk collection data is received by the billing section at head office for timely preparation of milk bill.

**10. JOB SPECIFICATIONS:**

- a) Must have experience of using Internet based applications, computer hardware & software, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Computer System Hardware Troubleshooting. Co-ordination with OEM/Vendors for technical support.
- b) Ability to work effectively in teams as well as independently.

**11. Remuneration, payment terms and leave:**

- a) The remuneration of the Assistant-I (Procurement & Input - Technical) will be approximately Rs. 3.30 lakhs per year depending upon experience, qualification and pay package of last assignment.
- b) The Assistant-I (Procurement & Input -Technical) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- c) Any authorized tour within the operational area, He/she will be paid TA/DA as per norms/policy of WAMUL.

**12. Reporting and Performance Review:**

- a) The Assistant-I (Procurement & Input- Technical) will be placed in any of the project area under APART and will report to Supervisor-Technical (Procurement & Input), WAMUL
- b) Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance based.

**12. Duration of assignment:**

The contract period of the Assistant-I (Procurement & Input- Technical) will be initially till **September 30, 2024**, which may be extended on satisfactory performance. Continuity of the Assistant-I (Procurement & Input - Technical) beyond 1 (One) year from the date of joining will also depend upon his/her performance.



West Assam Milk Producers' Cooperative Union Ltd.(WAMUL)

Panjabari, Guwahati

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**APPLICATION FOR EMPLOYMENT**

(To be filled in by the candidate in Block Letters)

<b>Position applied for:</b>				
<b>Name (full name with surname):</b>				
<b>Date of Birth:</b>		<b>Age in Years &amp; Months :</b>		
<b>Home town, State &amp; Nearest railway station:</b>				
<b>Nationality:</b>				
<b>Marital Status</b>				
<b>Single</b>	<b>Married (no. of children)</b>			
	<b>Male</b>	<b>Female</b>		
<b>Do you belong to (please tick inappropriate column)(*)</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>None</b>
<b>Are you physically handicapped</b>	<b>Yes (provide information)</b>		<b>No</b>	
<b>Present Address(for correspondence)</b>				
<b>Permanent Address</b>				

<b>Telephone number</b>	<b>(M)</b>
	<b>(R)</b>
<b>Email address</b>	
<b>Permanent Account Number (PAN) *copy of PAN Card to be attached</b>	

<b>Family information (to include complete details about family, including address, telephone number etc.)</b>				
<b>Name</b>	<b>Relationship with self</b>	<b>Age</b>	<b>Correspondence address</b>	
<b>Qualifications in Chronological order (Please attach self- attested copies of the certificates)</b>				
<b>Academic/Technical/ Professional Exams passed with specialization/subject</b>	<b>Grade/ Division</b>	<b>% of marks obtained</b>	<b>Year of Passing</b>	<b>Name of Institute/ University/College Board</b>
<b>Language proficiency(please tick(\/) in appropriate columns)</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>	

**Experience in Chronological order (Certificates to be attached)**

<b>From DD/MM/YR</b>	<b>To DD/MM/YR</b>	<b>Organization Name &amp; Address</b>	<b>Total Duration In Year &amp; Month</b>	<b>Designation</b>	<b>Cost to Company(C TC) Per Month</b>

**Total Experience in Years & Months :**

**Details of Training course/workshops/seminars attended:**

**Any medical disability? Please specify:**

**Have you ever been convicted or any criminal proceedings contemplated against you? If yes, give details:**

**Present Yearly Salary (Please furnish proof in respect of salary details.)**

<b>Fixed Component :</b>	<b>Variable Component:</b>
<b>Others(please specify) :</b>	<b>Total CTC:</b>

<b>If you have any liability with your present employer, please specify.</b>	
<b>If selected, joining time required/Notice Period to be served with previous Employer</b>	
<b>Please mandatorily provide the reference details with full mailing address (with Pin Code), Email address, Telephone (Mobile, Office, Residential) numbers.</b>	
<b>Personal</b>	<b>Professional</b>
<b>Please describe briefly your interest in seeking employment with WAMUL? If selected, how will you contribute to the growth of WAMUL and the stakeholders</b>	

**DECLARATION**

**I hereby declare that all the information and particulars given by me in this form are true and correct. I fully understand that if any of the information given above is found to be incorrect or deliberately distorted, WAMUL shall have the right to terminate my services without giving any notice.**

**Place:**

**Date:**

**Signature of Candidate**