**Ref No: APART/Exe-ICT/2023-24/01**                                    **1st September, 2023**

## TERMS OF REFERENCE

**For hiring of Executive (Information Communication and Technology) 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 **Executive (ICT)** 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 Executive (ICT):**

6. WAMUL intends to engage **Executive (ICT)** on contractual basis for providing IT technical support & development, implementation and overall management of IT infrastructure in WAMUL.

**Qualification, Experience, Skills, Age**

7. **Essentials:**

- **Educational Qualification**: B.E/B.Tech (IT/Computers)/M.Tech.(IT/Computers)/MCA. Candidates with BCA/B.Sc in CA/CS/IT /3yrs diploma in Computer Application (CA) from a recognized Institute/University, having relevant experience may also apply. The qualification must be full time.

- **Working Experience**: B.E./ M.Tech./MCA or candidates with higher qualification in relevant field must have minimum 3 (Three) years of experience and candidates with BCA/B.Sc/3 years diploma in CA /IT must have minimum 5 (Five) years of experience. However, relaxation on number of years of experience may be given in case of candidates having specific/ relevant experience.

- **Computer Skills**: Knowledge of Database (MS SQL Server/ MYSQL/ ORACLE). Experience in native/cross-platform mobile application development using any of the programming language (Java/Kotlin). React Native is preferable. Knowledge in generic web development, reporting tool like crystal report and SSRS, Intermediate Excel and Spreadsheet skills, Latest Operating Systems, Databases and knowledge of LAN & WAN will be preferred.

- **Language:** Fluency in Assamese, English and Hindi

- **Age:** Age of the candidate should not be more than 33 years as on 1st January, 2023. However, age relaxation may be given in case of extraordinary/ outstanding candidates.

8. **Desirable:**

- Experience in managing all the MIS related work independently.
- Ability to Develop, implementation and overall Management Information System including database management for the Organization.

- Ability to implement new software systems and its maintenance.

- Experience in Android, JAVA programming in desirable.

- Knowledge in programming languages like PERL, PHP, Python, SQL. Any experience in open source development or MVC framework or CMS(WordPress/Drupal/Joomla) will be considered as added advantage.

- Experience of using tool like Android Sutdio/Eclipse/VS Code

- Knowledge of GIT and familiarity with Linux terminal and commands

- Ability to debug, troubleshoot independently and test functionality/feature/use-cases

- Ability to work with service provider for any hardware/software related activities.

- The candidate should have following attributes –

  * Leading, inspiring and building trust
  * Creative thinking and innovation
  * Focusing on result
  * Thinking strategically
  * Building relationship and teamwork
  * Influencing and persuading
  * Resolving conflicts and other problems
  * Being adaptable

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

**Executive (ICT)** will be responsible for

- Development and implementation of database management for the Organization.
- Design, Develop, Test and implementation of MIS Systems, ERP (all modules) in the organization and support the same.
- Commissioning and installing new applications and customizing existing applications in order to make them fit for purpose. Installing and testing new versions of the Databases and migrate the data/applications to new versions.
- Developing, managing and testing back-up and recovery plans and procedures. Ensuring that storage, archiving, back-up and recovery procedures are functioning correctly.
- Monitoring performance and managing parameters to provide fast query responses to front-end users.
- Planning and monitoring back-end organization of data and front-end accessibility for end-

users.

- Maintaining data standards, including adherence to the Data Protection Standards.
- Communicating regularly with technical, applications, system and network managers to ensure database integrity and security.
- Regular assessment of database performance and identification of problem areas.
- Co-ordination with service providers of hardware and software.
- Define and analyze objectives, scope, issues, or organizational impact of information systems

## 10. **Remuneration, payment terms and leave:**

- The remuneration of the Executive (ICT) will be approximately Rs.7.45 lakhs per year depending upon experience, qualification and pay package of last assignment.

- The Executive (ICT) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.

- Any authorized tour within the operational area, He/she will be paid TA/DA as per norms/policy of WAMUL.

## 11. **Reporting and Performance Review:**

- The Executive (ICT) will be posted at any place under WAMUL's area of operation and will report to Group Head (ICT), WAMUL.

- 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 Executive (ICT) will be initially till **September 30, 2024**, which may be extended on satisfactory performance. Continuity of the Executive (ICT) 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**

**APPLICATION FOR EMPLOYMENT**

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

Paste Recent Photograph

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

| | | |
|---|---|---|
| **Telephone number** | **(M)** | |
| | **(R)** | |
| **Email address** | | |
| **Permanent Account Number (PAN) *copy of PAN Card to be attached** | | |

| Family information (to include complete details about family, including address, telephone number etc.) | | | |
|---|---|---|---|
| **Name** | **Relationship with self** | **Age** | **Correspondence address** |
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| Qualifications in Chronological order (Please attach self- attested copies of the certificates) | | | | |
|---|---|---|---|---|
| **Academic/Technical/ Professional Exams passed with specialization/subject** | **Grade/ Division** | **% of marks obtained** | **Year of Passing** | **Name of Institute/ University/College Board** |
| | | | | |

| **Language proficiency (please tick(\/) in appropriate columns)** | **Speak** | **Read** | **Write** |
|---|---|---|---|
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| Experience in Chronological order (Certificates to be attached) | | | | | |
|---|---|---|---|---|---|
| **From** <br> **DD/MM/YR** | **To** <br> **DD/MM/YR** | **Organization Name & Address** | **Total Duration In Year & Month** | **Designation** | **Cost to Company(C TC) Per Month** |
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**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.)**

| | |
|---|---|
| **Fixed Component :** | **Variable Component:** |
| **Others(please specify) :** | **Total CTC:** |

| If you have any liability with your present employer, please specify. |
|---|
| |

| If selected, joining time required/Notice Period to be served with previous Employer |
|---|
| |

**Please mandatorily provide the reference details with full mailing address (with Pin Code), Email address, Telephone (Mobile, Office, Residential) numbers.**

| Personal | Professional |
|---|---|
| | |
| | |
| | |

**Please describe briefly your interest in seeking employment with WAMUL? If selected, how will you contribute to the growth of WAMUL and the stakeholders**

### 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