

TERMS OF REFERENCE**For hiring of Assistant-I (Feed & Fodder)- Calf Rearing Program/ Ration Balancing Program 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 (Feed and Fodder)- CRP/RBP** 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 (Feed & Fodder)- CRP/RBP:

6. WAMUL/ EAMUL intends to engage **Assistant-I (Feed & Fodder)- CRP/RBP** on contractual basis for implementation of Calf rearing program (CRP) and Ration Balancing Program (RBP). He/She will be supporting the P&I Department of WAMUL/ EAMUL in extension and promotional activities of Calf Feed, Cattle feed, Mineral mixtures, Feed additives, etc which will help milk producers in achieving optimum productivity of their cattle by adopting a scientific approach. He/She will be coordinating with field officers, MPOs, VES and MAITs for implementation of the CRP and RBP programme.

7. Essentials:

- **Educational Qualification:** Graduate from any recognized institute/university and able to work on computer.
- **Working Experience:** Minimum one-year work experience in Silage unit/ cattle feed plant/ dairy/ food industries or any processing related industries (related to warehousing/ store/ inventory management).
- **Language:** Fluency in Assamese, English and Hindi.
- **Age:** Age of the candidate should not be more than 28 years as on 1st January, 2023. However, age relaxation may be given in case of extraordinary/ outstanding candidates.
- **Job location:** Kamrup (Metro) District/ Jorhat District. Candidate must be flexible for travelling to various locations under APART project in Assam.

8. Desirable:

Skills/Attributes: Technical	<ul style="list-style-type: none">• Experience in an operation and maintenance or ware house/ inventory role within a manufacturing facility, preferably cattle feed plant, Silage unit, and dairy or food industry.• Technical Experience: Proper maintenance of the stocks and documentation, filing, computer typing, etc• Must be able to work in a hot environment with moderate to high noise volume.• Must be willing to work in village conditions, flexible hours including overtime, shift duty, weekends and holidays and travel to villages/ areas under APART project area.• Be able to effectively work in a team environment.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Delivering results under crisis by maintaining calm and tactfulness.• A willingness to learn• Interpersonal skills

9. Key Job Responsibilities (Indicative):

Assistant-I (Feed & Fodder)- CRP/RBP will be responsible for

- Ensure proper supply of feed and feed supplements under Calf Rearing Programme (CRP)
- Complete work orders in a timely manner maintaining high quality standards, maintain a clean, sanitary and safe work area.
- Computer entries of the work and related ERP entries (Billing and Invoicing)
- Perform work duties in accordance with WAMUL's standard policies and procedures.
- Follow/maintain safety norms.
- Assist in maintaining feed and feed supplies inventory by reporting low supply levels to reporting officer.
- Utilizing continuous improvement mindset, assist in identifying opportunities to improve processes.
- Maintaining inventory and other work related entries and journal
- Perform other duties as assigned by Supervisor/Group Manager.
- Field visit to check stock and BMC/ DCS and Farmer level
- Cross verify the data with farmers
- Monitoring of Ration Balancing Program

Various sessions/ parts of CRP-

- Supply of Feed and Feed supplement
- Stock maintenance
- Various entries in ERP, Bill certification
- Field follow up
- Proper Documentation and Monthly report preparation.

10. Remuneration, payment terms and leave:

- The remuneration of the Assistant I (Feed & Fodder)- CRP/RBP will be approximately Rs.3.51 lakhs per year depending upon experience, qualification and pay package of last assignment.
- The Assistant I (Feed & Fodder)- CRP/RBP will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL/ EAMUL.
- Any authorized tour within the operational area, He/she will be paid TA/DA as per norms/policy of WAMUL/ EAMUL.

11. Reporting and Performance Review:

- The Assistant-I (Feed & Fodder) - CRP/RBP will be placed in any of the project area under APART and will report to Coordinator CRP or Executive (Feed & Fodder) WAMUL/ EAMUL depending on the area of posting.
- 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 (Feed & Fodder) - CRP/RBP will be initially till **September 30, 2024**, which may be extended on satisfactory performance. Continuity of the Assistant-I (Feed & Fodder) - CRP/RBP 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

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

Experience in Chronological order (Certificates to be attached)

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

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