



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 – 19th April 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 2017. However, it is proposed to extend this project period by One Year.

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	Administrative Officer (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 **05th May 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.

*Monthly remuneration will be taxable as per Indian laws. The appointment will be extendable subject to satisfactory performance and continuing need for the function.

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**

<p><u>For Office Use, Only</u></p> <p>Post Code:POST NAME.....April - 2017</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 01 Name of Post Administrative Officer (PMU)

(A) Personal Details

Date of Application			
Name (in BLOCK CAPITALS)			
Date of Birth (dd/mm/yyyy) (Age as on 01-04-2017)			
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 Administrative Officer (PMU)

(Amravati)

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

Qualifications – Postgraduate in any discipline having MBA (HR), Law or comparable post graduate professional qualification with good academic record.

Experience & Age – minimum 5 years of relevant experience of working in Internationally Funded Programme or working in Government Programme/s with age upto 55 years

The retired Government Officer (Class I or Class II) from the any Department will be preferred with age upto 60 years.

Additional Qualifications – S/he should have an ability to work as an integral part the team and required to have strong interpersonal and practical problem solving skills. S/he should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

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

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

The key responsibilities of the Admin Officer: -

Administration and Management

- Monitor and support day-to-day personnel and administrative operations in consultation with management team of CAIM.
- Provide quality administrative support in preparation of reports, presentations, letters, filling and timely communications.
- Work as a Asst. Information Officer under RTI act.
- Monitor the code of conduct, cleanliness and decorum of the office premises.
- Responsible for housekeeping services, repair maintenance and up keepment of assets of the programme and logistics.
- Interaction with IFAD, Govt and other agencies.
- Legal advice

Personnel & HR

- Responsible for recruitment process of the programme.
- Maintain all personal records (personal files) pertaining to employees' appointment, leaves, training, performance appraisal reports etc. and update regularly.
- Maintain an updated database of Terms of references for all staff/consultants and follow up on staff/consultants and ensure timely submission and filing of their performance reports in line with the provision of their ToR.
- Prepare and update staff contracts. Review staff employment conditions.
- Prepare, maintain and up-date standard employment contracts.
- Support for organizing Trainings
- Provide orientations to new staff.

Finance and Procurements

- Responsible for procurement of the services for the programme and assisting the sector heads for procurement of professional services.
- Processing the Bills according to the defined process in CAIM.
- Willingness to undertake additional responsibilities and initiative is vital.

(3) Remuneration Post of Administrative Officer (PMU)

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