

WORLD BANK FINANCED

Assam Rural Infrastructure and Agricultural Services (ARIAS) Society
(An Autonomous Body of the Govt. of Assam) Agriculture
Complex, Khanapara, G.S. Road, Guwahati-781022
[Email:hrarias@arias.in]

REOI No. ARIAS/APART/767/2019/149

Dated, Guwahati 21st May'2022

The ARIAS Society invites applications for the following purely temporary contractual position to be positioned under the World Bank financed Assam Agribusiness & Rural Transformation Project (APART). The interested eligible candidates who are citizens of India as defined under the Constitution of India and fulfill the required qualifications, experience and age as cited in brief below, may apply accordingly. The detailed qualifications, experience, age shall be as per the Terms of Reference (**ToRs**) provided in the website of **ARIAS Society** (under the *Recruitments section*) at the following URL: <http://www.arias.in/career.html>.

Sl	Name & Number of Position	Essential Qualification & Experience.	Indicative Range of CTP (Lakh per year)
1	District Medicinal and Aromatic Plants (MAP) Coordinators	Educational Qualifications & Work Experience: The District MAP Coordinator should hold Bachelors in Agriculture with at least five years of professional experience in agriculture sector or a Masters in Agriculture with at least three years of professional experience in agricultural sector. Computer Skills & Language: The District MAP Coordinator must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications. Language: Fluency in English & Hindi. Knowledge of local language would be an added advantage. Age: Candidate should not be more than 35 years as on 1st July, 2022.	4.20 to 6.60
2	Medicinal and Aromatic Plants (MAP) Mission Team Leader (MTL)	Educational Qualifications: The MTL-MAPs should hold a Masters in Botany/Agriculture/ Horticulture (preferred specialization- Plantation Crops/ Medicinal & Aromatic Plants) or closely related subject from any recognized university/ Institution. Working Experience: The MTL-MAPs should have at least 15 years of professional experience in the medicinal and aromatic plants sector in managerial/ officer level position. Computer Skills & Language: The MTL-MAPs must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications Language: Fluency in English & Hindi. Knowledge of local language would be an added advantage. Age: Candidate should not be more than 50 years as on 1st July, 2022.	18.00 to 25.80
3	Office Management Executive (OME)	Educational Qualifications: The OME should hold a Bachelors degree (of minimum three years duration) in any subject from a recognized University/ Institution. Working Experience: The OME must have at least (2) two years' experience in office management/secretarial work in any public or private sector organization. Computer Skills & Language: The OME must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications. Language: Fluency in English & Hindi. Knowledge of local language would be an added advantage. Age: Candidate should not be more than 35 years as on 1st July, 2022.	3.00
4	Information Technology (IT) and Data Management Executive (DME)	Educational Qualification: The candidate must possess at least a B. Sc. (IT or Comp. Sc.)/B. Tech. (Computer Science)/Bachelor of Computer Application (BCA)/ three years Diploma in Computer Science or a closely related field. Working Experience: The candidate should have at least 4 years professional experience (in case the Bachelors degree/diploma is of three years duration) or 3 years experience (in case the Bachelors degree/diploma is of 4 years duration) in the field of MIS in any public/ private sector organization. The experience will be counted as on last date of submission of application. Computer Skills: The candidate must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications and software & hardware computer systems. Language: Fluency in English and Assamese is essential. Age: Candidate should not be more than 35 years as on 1st July 2022.	3.00

Other General conditions for interview:

1. The candidates shall have to bring all the original certificates/documents along with a set of self-attested copies of the same, for the interview, if shortlisted. The Originals will be returned after corroboration with the self-attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
2. Only Shortlisted candidates will be intimated and called for Interview/test. The Interview/test may be conducted through online mode depending upon COVID-19 situation.
3. The maximum Cost to Project (CTP), within the above indicative range, will be fixed based on (a) as per the respective Terms of References (ToR) and (ii) performance in the interview.
4. Candidates from outside Assam shortlisted, and appearing in the interview physically in Guwahati, will be reimbursed to & fro travelling fare via the shortest route on submission of original tickets, subject to a maximum of Rs. 10,000/-
5. The State Project Director, ARIAS Society reserves the right to increase or decrease the number of positions or scrap any or all of the positions.
6. In case, sufficient candidates with requisite experience in the field cited above are not available, the ARIAS Society may shortlist candidates having lesser years of experience for the interview/test; However, if selected they will be offered a lower CTP.
7. ARIAS Society is an equal opportunity employer. Women and persons with disability are especially encouraged to apply.
8. Potential candidates (from India) having essential qualification and experience have to apply through a soft copy of the application & the supporting documents which are to be sent by email to hrarias@arias.in / hrdepariass@gmail.com. The application shall be submitted only in English language, as per the prescribed Application format provided in the website of ARIAS Society along with scanned copy of a signed cover-letter and self-attested copies of the supporting documents. The soft copy of the application, cover letter & the supporting documents has to be received by email to hrarias@arias.in / hrdepariass@gmail.com. Applications are to be submitted only through email before **4:30PM of 8th June'2022**. Canvassing in any form will lead to disqualification and rejection.
9. *The SPD, ARIAS Society reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the numbers of response to this REOI*

**Sd/-
State Project Director,
ARIAS Society**