

Draft Indicative Terms of Reference (ToR) for engagement of Accounts Executive (AE) for Assam Seeds Corporation Ltd. under APART

(A) BACKGROUND AND OBJECTIVES OF THE PROJECT

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency at state level for the Project. ARIAS Society in association with Assam Seeds Corporation Ltd. (ASCL) now intends to hire **an Accounts Executive (AE)** on contractual basis. **The incumbent will be positioned at Assam Seed Corporation Limited (ASCL) office at Guwahati.**
2. The development objective of APART is *“add value and improve resilience of selected agricultural value chains, focusing on smallholder farmers and agro-entrepreneurs and to advance Assam’s COVID-19 response”*.
3. There are four components of APART. **The first component-A is Enabling Agri Enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) Setting up an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing stewardship council. **The second component-B is Facilitating Agro Cluster Development** with subcomponents 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-D is project Management, Monitoring and Learning.**
4. **The Project will achieve the 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 better able to respond to market opportunities and climate variability.
5. The objective of sub-component C-1 of APART is to support sustainable increase in production and productivity of the priority value chains, and promote the adoption of climate resilient solutions. This is being achieved by geographically targeted approach for the integrated development of these value chains and making key investments in the production clusters of prioritized value chains. On the crop production side the implementing agencies include Assam Agricultural University (Krishi Vigyan Kendras and Research Stations at District level) and Directorate of Agriculture and Directorate of Horticulture & Food Processing (Agricultural Technology Management Agencies at District level) with the technical support of international agencies like International Rice Research Institute (IRRI), International Potato Centre (CIP),

World Vegetable Centre (WVC) and national knowledge partner Indian Council of Agricultural Research (ICAR)- Directorate of Rapeseed and Mustard Research (DRMR).

6. Good quality seed is the basis of a good crop and good yields. Strengthening seed systems is an important activity under APART as well as a priority area for Government of Assam (GoA). In order to produce quality seeds in the farms of Assam Seeds Corporation Ltd (ASCL) & with the Farmer Producer Companies (FPCs) and to supply the seeds through Govt schemes, dealer distributor network, etc, ASCL among others requires **an Accounts Executive (AE), to be posted at the office of Assam Seeds Corporation Limited (ASCL) Guwahati.**

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF POSITION

7. The scope of position for AE mainly involves support to ASCL in management of its Accounts
8. *The key job responsibilities of AE include*
 - a. Book keeping with respect to fund inflow and out flow of ASCL.
 - b. To acquaint himself/ herself with general financial rules, as well as financial and accounting procedures of Govt of Assam
 - c. Collecting finance and accounts related information from the District offices of ASCL as well as seed farms and its compilation in timely manner.
 - d. Cash book compilation, making accounting entries as per prescribed format
 - e. Maintenance and regular updating of cashbook, ledger, bank statements, cheque books etc and also updating the accounting data in accounting software like Tally or other applicable software
 - f. Preparation of Statement of Expenditure (SOE), Utilization Certificate (UC), Financial Reports and other such documents as required.
 - g. Preparation of bills, expediting pending payments, follow up on receivables etc
 - h. Providing need based support in the internal audits of ASCL
 - i. To support the Chief Financial Manager as directed.
 - j. Any other task assigned by the Reporting Officer.
- k. **Travel Requirements:** The AE will be required to take up need based travel within the State of Assam with the approval of Reporting Officer. Occasional out of state visits may also be required as directed.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC

9. **Educational Qualification:** The AE must possess at least a Degree (of minimum three years duration) in Commerce/ Accountancy/ Finance /Accounts from a recognized University/Institute.
10. **Working Experience:** The AE must have at least (3) three years of professional experience in accounting management in any Public/ Private sector organization. Proficiency in working with Tally Accounting System is a must.
11. **Computer Skills:** The AE must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
12. **Language:** Fluency in English & Hindi. Knowledge of other local languages will be an advantage.
13. **Age:** Age of the candidate should not be more than **35** years as on **1st March, 2022**.

(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC

14. The tenure of the AE is intended for entire duration of the project and co-terminus with the project i.e. September 2024. However, continuity of the AE beyond **eleven (11) months** from the date of signing the agreement and joining the position, will depend upon his/her performance. The assignment is purely contractual in nature and shall not, under any circumstance, be

extended beyond the APART's closing date, without thereby incurring any liability to the GoA/ASCL/ARIAS Society etc. The contract with **AE** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the GoA/ASCL/ ARIAS Society etc Further, GoA/ARIAS Society/ASCL shall not undertake any responsibility for subsequent deployment of the Consultant.

15. The **AE** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **AE** will have to serve the project on full time basis. He/she will provide services from to the **Office of the ASCL at Guwahati**.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

16. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed remuneration of the **AE** will be determined and mutually agreed, which could be in the range of **Rs. 3.60 lakhs to Rs. 4.20 lakhs per year**. *Higher start may be considered for exceptionally talented candidates. The decision of the SPD, ARIAS Society will be final and binding in this regard.* This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc.
17. Travelling, Boarding & Lodging expenses for approved official tours outside HQ will be reimbursed as per prevailing Project rules.
18. The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given quarterly based on the performance and achievement against the mutually agreed deliverables by the **AE**. Taxes as applicable shall be dealt with as per applicable laws.
19. The provisions of leave would be as per prevailing Project rules.

(F) REPORTING AND PERFORMANCE REVIEW

20. The **AE** will report to the **Managing Director (MD), Assam Seed Corporation Limited (ASCL)**. However, on a day to day basis, on technical matters on Accounts, **AE** will seek directions from and appraise the progress of work to Chief Finance Manager (CFM) or any other official as authorized by MD, ASCL. The performance of the **AE** will be reviewed accordingly on quarterly basis.

(G) FACILITIES TO BE PROVIDED

21. Access to all the required documents, correspondence, and any other information associated with the project, as deemed necessary and shared office space at ASCL/District office of ASCL or concerned Seed Farm under ASCL, along with necessary facilities like computer, printer, scanner, internet connectivity etc.

Notes:

1. *ARIAS Society is an equal opportunity employer & strongly encourages women candidates to apply.*
2. *This is a draft ToR and SPD reserves the right to modify the ToR, including increasing or reducing the number of positions or completely scrapping all positions, any time before the recruitment process is completed.*
