



GOVERNMENT OF ASSAM

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**ASSAM STATE AGRICULTURAL MARKETING BOARD**

RAMKRISHNA MISSION ROAD, ULUBARI, GUWAHATI – 781 007

**DRAFT TERMS OF REFERENCE (TOR) FOR JR. FINANCIAL MANAGEMENT  
SPECIALIST (JR. FMS) IN FERTILIZER CELL AT ASAMB AT GUWAHATI UNDER  
APART**

**(A) BACKGROUND & 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). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART. For smooth implementation of APART, eight Core Project Implementation Units (CPIUs) have been set up in the participating Administrative Departments and 15 Operational Project Implementation Units (OPIUs) have been established in the participating Commissionerate/ Directorates/Agencies. ASAMB is one of the OPIUs under APART. ASAMB, now intends to hire **Jr. FMS** under the recently set up 'Fertilizer Cell' at ASAMB supported by the APART and to be positioned in the Fertilizer Cell at ASAMB at Ulubari, Guwahati, Assam, as per the terms given hereunder.
2. The Project 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 Assam".
3. There are four components of APART: The first component 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 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 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 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 clusters (production and enterprise) and value chain approach.
5. Recently, a comprehensive Standard Operating Procedure (SOP) for Fertilizer (Urea) has been published by the Govt. of Assam.
6. The Assam State Agricultural Marketing Board (ASAMB) has been notified as sole wholesaler of urea in Assam, vide Govt. Notification No. Agri/Fert/C&F/627/2021-22/31, dated 01.06.2022.
7. Being sole wholesaler of urea in Assam, the ASAMB will perform activities related to logistic, supply chain and distribution of urea to retailers in Assam.
8. APART is supporting the ASAMB to set up 'Fertilizer Cell' with experienced manpower for efficient and smooth execution of wholesaling of urea in Assam.

**(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE**

1. The **Jr. Financial Management Specialist (Jr. FMS)** will report to the CEO, ASAMB and provide assistance in finance and accounts related aspects to the finance team of ASAMB as well as the OPIU team of APART as and when required.



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2. The key job responsibilities include but not limited to the following:
  - a) To work closely with the Fertilizer cell and Finance team at ASAMB and ensure that finance related information and documents are submitted to the stakeholders by the ASAMB in a timely and proper manner.
  - b) To ensure that the payments to various vendors/ suppliers/retailers are made within the stipulated timelines after the supply, distribution, commissioning etc is completed.
  - c) To work in coordination with the Fertilizers companies supplying fertilizers, retailers and other service providers for timely and smooth execution of finance related operations.
  - d) Follow up and coordination with the officials deputed at district level for timely release and payment of funds for various operations. Towards this, ensuring that fund release proposals are submitted timely by the District to ASAMB HQ and from ASAMB HQ to the Govt. of Assam, as required. Also making sure that the Interim Unaudited Financial Reports (IUFs), Statement of Expenditure (SoE), Utilization Certificates (UCs) etc are submitted timely by the Districts to the ASAMB.
  - e) Any other related task assigned by the Reporting Officer.

**(C) QUALIFICATIONS, EXPERIENCE, AGE ETC.**

3. **Educational Qualification:** The Jr.FMS must possess at least a **Masters in Finance/ Accounts/ Commerce or a closely related field.**
4. **Working Experience:** The Jr.FMS should have at least 5 (**five**) **years experience** in managing finance and accounts in any public private sector. Proficiency in working with **Tally Accounting System** is a must.
5. **Computer Skills:** The Jr.FMS must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, Tally, related applications and software & hardware computer systems.
6. **Language:** Fluency in English and Assamese is essential.
7. **DESIRABLE QUALIFICATIONS, EXPERIENCE, SKILLS ETC:**
  - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multitasking
  - b. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.
8. **Age:** Age of the candidate should not be more than **40 years** as on **31<sup>st</sup> July 2022.**

**(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.**

9. The tenure of Jr.FMS is intended for the entire duration of the project i.e. **up to Sep. 2024** and co-terminus with the project period of APART. However, continuity of the Jr. FMS beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance.
10. The contract with Jr.FMS 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 ASAMB/Directorate/Department/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The ASAMB/Directorate/ Department/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of **JR. FMS.**
11. The Jr.FMS shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The Jr.FMS will have to serve the project on full time basis. He/she will provide services from the Office of the OPIU-ASAMB.



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**(E) REMUNERATION, PAYMENT TERMS & LEAVE**

12. The consolidated fixed remuneration of the Jr. FMS shall be **in the range between Rs.6.60 to Rs.7.20 lakh per year**. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc.
13. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
14. The provisions of leave would be as per prevailing project rules.

**(F) REPORTING & PERFORMANCE REVIEW**

15. **JR. FMS** will report to the CEO, ASAMB. The performance of the Jr. FMS will be evaluated by the CEO, ASAMB and a consolidated quarterly report shall be submitted to the ARIAS Society for further processing.

**(G) FACILITIES TO BE PROVIDED TO JR.FMS**

16. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **Jr.FMS** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer stationery/office consumables, and internet access.

**Notes:**

1. *This is a draft ToR and CEO, ASAMB reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.*
2. *ARIAS Society is an equal opportunity employer and women candidates are strongly encouraged to apply.*

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