

ARIAS SOCIETY
Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body of the Govt. of Assam)
Project Coordination Unit (PCU) of the World Bank Financed
Assam Agribusiness & Rural Transformation Project (APART)
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Draft Indicative Terms of Reference (ToR) for engagement of Assistant Seed Certification Officer
to be positioned in the Districts at concerned Zone of ASOCA
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 Agricultural University (one of the implementing agencies of the Project) & Assam Seed & Organic Certification Agency (ASOCA) now intends to hire **twelve Assistant Seed Certification Officer** on contractual basis. **The incumbents will be positioned at Districts under the concerned Zone of ASOCA.**
2. The development objective of APART is “*add value and improve resilience in selected agricultural 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 an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing stewardship council. **The second component is Facilitating Agro Cluster Development** with subcomponents 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 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 would be achieved by geographically targeted approach for the integrated development of these value chains and will make key investments in the production clusters of prioritized value chains. Rice is a focus value chain under APART and a large number of interventions in the rice value chain are being implemented by the Assam Agricultural University (Krishi Vigyan Kendra and Research Stations) and Directorate of Agriculture (District Agricultural Technology Management Agencies) with the technical support of International Rice Research Institute (IRRI).
6. Good quality seed is the basis of a good crop and good yields. Strengthening seed systems is an important activity in the crop value chain. In order to reduce dependence on supplied seeds particularly from private sector and also looking at the issues faced by ASOCA in timely certification of quality cereal, oil and pulse seeds, in consultation with World Bank it has been decided that the seeds for State requirements will be produced by Seed Producing Agency (SPA), Individual Growers, Farmer Producer Companies (FPCs), ASC Ltd., KVKs and Research Stations.
7. In order to get such a large quantity of different seeds certified by the Assam Seed & Organic Certification Agency (ASOCA), the Agency would require twelve Assistant Seed Certification Officers at the District level. Accordingly, ARIAS Society now wishes to recruit twelve Assistant Seed Certification Officers.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

8. The scope of position for Assistant Seed Certification Officer mainly involves in certification of cereal, oil & pulse crop seeds produced by Seed Producing Agency (SPA), ASCL, AAU, and Individual Growers for requirements of the state.
9. **Administrative Control: The service of the Assistant Seed Certification Officer will remain solely under the direction, control and supervision of the Director of ASOCA.**
10. *The key job responsibilities of Assistant Seed Certification Officer include*
 - a. The Assistant Seed Certification Officer will collect the application form from the Seed Producing Agency/Individual Seed Growers/ASCL/KVK/Research Station/FPCs of concerned district.
 - b. The Assistant Seed Certification Officer will collect the documents regarding source of seeds etc. from the Seed Producing Agency/Individual Growers/ASCL/KVK/Research Station/FPCs for verification.
 - c. The Assistant Seed Certification Officer will visit the field of registered growers/FPCs at different stages of the crop.
 - d. The Assistant Seed Certification Officer will carry out post harvest supervision and guide the growers for proper storage of seeds.
 - e. The Assistant Seed Certification Officer will monitor the harvested seeds stock to be certified in a regular way.
 - f. The Assistant Seed Certification Officer will collect seed sample from the registered growers/FPC etc. for certification.

- g. The Assistant Seed Certification Officer will monitor/be present at the time of tagging and bagging of seeds etc. during certification.
- h. The Assistant Seed Certification Officer should go through the Seed Act 1966 and Seed Certification procedures by involving himself/herself in the job impose upon him/her. Lack of knowledge shall not be treated as genuine ground if some anomalies are noticed in his /her job/performance.
- i. The Assistant Seed Certification Officer would perform his/her duties for successful implementation of programme and any other task assigned if any by the reporting officer. The contractual officer should perform his/her activities to fulfil the target fixed upon him/her. It is noted by the Contractual Officer that he/she will be deemed to be on duty for twenty four hours of a day.
- j. The Assistant Seed Certification Officer undertake not to disclose or make public any information without the written consent of the authority concerned except on legal obligations that he/she may acquire on his/her course of his/her work.
- k. The Assistant Seed Certification Officer undertake to act and function with professionalism utmost care, skill, diligence, honesty, good faith, integrity as well as high moral and ethical standards. The contractual Officer also undertakes to compensate any losses sustained by the Agency on account of his/her actions/inactions.
- l. The Assistant Seed Certification Officer is not authorized to sign for or on behalf of Agency/Director/Deputy Director of ASOCA.
- m. The engagement will be full time basis and the Assistant Seed Certification Officer shall not take up any activity or work or hold any position elsewhere which may hamper his/her duty in the Agency.
- n. Travel Requirements: The Assistant Seed Certification Officer will take up to different seed production sites under ASOCA. Occasional out of state visits may also be required as directed.
- o. The Assistant Seed Certification Officer will be allowed to avail 2 (Two) days Casual Leave for each completed month of service subject to maximum of 12 days in a year. No other kind of leave shall be admissible to the contractual Assistant Seed Certification Officer.
- p. Placement and Transfer: The Director ASOCA may decide the place of engagement and transfer of Assistant Seed Certification Officer. The Assistant Seed Certification Officer can not claim to transfer to any other place.
- q. On tenure completion: Upon completion of tenure or otherwise, the Contractual Officer undertake to handover all articles, book of accounts, documents, assets entrusted to him/her or may have come into his/her possession during the period of contract and he/she has to obtain a clearance certificate for the same forthwith, in default, he /she is liable consequences, besides compensating the same.
- r. Termination of Contract: The APART reserves the right to terminate the contractual agreement at any point of time if it is found that the service rendered by the Contractual Officer not satisfactory or if it is found that any declaration of information by him/her proves to be false or wilfully suppressed, or if the Contractual Officer is found to be involved in any

act of indiscipline or misconduct, the contract may be terminated forthwith without any notice. The decision of the SPD, ARIAS Society in this regard shall be final and binding in Contractual Officer shall not subject to challenge.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC

10. **Educational Qualification:** Bachelors in Agriculture.
11. **Working Experience:** While freshers may apply, 1-2 years of experience in seed related activities is preferred.
12. **Computer Skills:** Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
13. **Language:** Fluency in English and Hindi & Assamese. Knowledge of other local languages will be added advantage.
14. **Age:** Age of the candidate should not be more than **35** years as on **1st Jan, 2023**.

(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC

15. The tenure of the Assistant Seed Certification Officer is intended for entire duration of the project and coterminous with the project i.e. September 2024. However, continuity of the Assistant Seed Certification Officer 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/AAU/ARIAS Society/ASOCA etc. The contract with Assistant Seed Certification Officer 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/AAU/ARIAS Society/ASOCA. Further, GoA/AAU/ARIAS Society/ASOCA shall not undertake any responsibility for subsequent deployment of the Consultant.
16. The Assistant Seed Certification Officer shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The Assistant Seed Certification Officer will have to serve the project on full time basis. He/she will provide services to the concerned Deputy Director of ASOCA at the concerned Zonal Office.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

17. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed remuneration of the Assistant Seed Certification Officer will be determined and mutually agreed, which could be around **Rs 4.80 lakhs per year**. *Higher start may be considered for exceptionally talented candidates. However, decision of SPD shall 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.
18. Travelling, Boarding & Lodging expenses for approved official tours outside HQ will be reimbursed as per prevailing Project rules.
19. 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 Assistant Seed Certification Officer. Taxes as applicable shall be dealt with as per applicable laws.

20. The provisions of leave would be as per prevailing Project rules.

(F) REPORTING AND PERFORMANCE Review

21. The Assistant Seed Certification Officers will report to the concerned Deputy Director of each Zone. The performance of the Assistant Seed Certification Officers will be reviewed accordingly on quarterly basis.

(G) FACILITIES TO BE PROVIDED

22. Access to all the required documents, correspondence, and any other information associated with the project, as deemed necessary and shared office space at the concerned Zonal Office of the Assam Seed & Organic Certification Agency, along with necessary facilities like computer, printer, scanner, internet connectivity etc.

Notes:

1. *ARIAS Society is an equal opportunity employer and 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 any time before the recruitment process is completed.*
