

**Draft – Submitted to DAVP for publication in Employment News**



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**Directorate of Millets Development**

Government of India

Ministry of Agriculture & Farmers Welfare

Department of Agriculture & Farmers Welfare

210, Kendriya Sadan-A, Sector-10

Vidhyadhar Nagar, Jaipur-302 039

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**Applications are invited for engagement of One (01) Technical Assistant (TA) purely on contractual basis under NATIONAL MISSION ON EDIBLE OILS – OIL PALM (NMEO-OP):**

**Tenure:** FY 2023-24 (upto 31.03.2024) (likely to be extended)

**Honorarium:** Consolidated Rs. 40,000/- + Rs. 2,500/- transport allowance per month.

**Educational Qualification/experiences:**

- i. Master Degree in Agriculture with specialization in management of Agriculture/ Horticulture/ Plantation crop production.
- ii. Knowledge of computer is essential.
- iii. Person with experience of research and extension will be given preference.

**Age Limit:** Below 40 years (as on 1<sup>st</sup> April, 2023)

**Last date of receipt of application:** 30 days from the date of publication in Employment newspaper. The application should reach us by **Registered/Speed Post only** before the last date and not by hand or any other method. Any application received after the 30 days of publication will not be entertained in any way.

**For details** – The Application Forms, Terms of Reference (ToR) and other details in respect of above post can be viewed/download from <https://www.nfsm.gov.in> & [www.agricoop.nic.in](http://www.agricoop.nic.in).

DIRECTOR

## **TERMS OF REFERENCE FOR TECHNICAL ASSISTANT (TA)**

- (1) Maximum admissible age limit is 40 Years as on 01.04.2023 (preferably less than 40 years.)
- (2) The engagement on contract basis will be for a period of one year. Based on their performance and continuation of the scheme, the period of engagement may be extended on annual basis for a maximum period of 3 years.
- (3) A screening Committee shall screen the received application for qualification, experience, etc. and shortlist eligible candidates.
- (4) The shortlisted candidates shall be called for a personal interview and the decision of selection committee shall be final and binding.
- (5) The serving contractual employees in the crops development Directorates/DA&FW having similar experience and requisite qualifications etc. can also apply. Appropriate weightage for experience of similar nature shall be admissible to such candidates during the interview as decided by the selection committee.
- (6) The shortlisted candidates called for interview shall be required to bring/produce original certificates of educational qualification, experience etc. at the time of interview.
- (7) No TA/DA will be admissible for attending interview. The selected candidates shall also not be entitled for accommodation, medical reimbursement, dearness allowance etc. but would be paid a consolidated amount as shown in the advertisement. However, in case of authorized tour within the country in connection with monitoring and implementation of NFSM work, usual TA/DA would be admissible.
- (8) The rate of TA/DA for Technical Assistant equates to Group B Officials.
- (9) In case of gross negligence of duties or misconduct and unsatisfactory performance of selected candidate shall be terminated with a notice of 30 days & offer will be given to next candidate on the panel.
- (10) The selected candidates shall be eligible for 08 days leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid and any unveiled leave shall be lapse.
- (11) TDS as admissible shall be deducted from the monthly remuneration of the selected candidates. A TDS certificate shall be issued by the DDO on demand.
- (12) The engagement of a fresh candidate shall not confer any right for regular or continues employment in the department and engagement of a retired employee will not be considered as a case of re-employment.

- (13) The selected candidate should have good communication and interpersonal skills with diligently and well-mannered to work in a department of the government.
- (14) The selected candidate will be required mark attendance manually as well as AEBAS (Aadhar Enabled Biometric Attendance System) mandatorily.
- (15) The Director, Directorate of Millets Development (DMD) reserve the right to accept or reject any number of applications and withdraw any vacancy without assigning any reason at any point of time.
- (16) The last date for receipt of application is within 30 days from the date of publication of advertisement in Employment News.
- (17) In case of any discrepancy noted at any given time may be corrected as per rules.

## **2. EDUCATIONAL QUALIFICATION AND EXPERIENCE FOR TECHNICAL ASSISTANT (TA)**

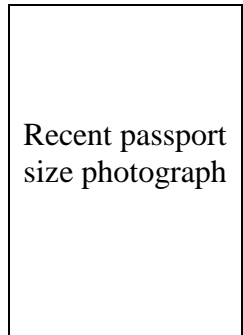
- (i) Master Degree in Agriculture with specialization in management of Agriculture/Horticulture / Plantation crop production. Knowledge of computer is essential.
- (ii) Person with experience of research and extension will be given preference.

## **3. DUTIES REQUIRED TO BE PERFORMED BY TECHNICAL ASSISTANT (TA)**

- (i) To procure, compile and analyze the district wise data relating to the proposed interventions of the Mission activities of NMEO-OP.
- (ii) To maintain relevant records/ file and data of the various Mission activities.
- (iii) To undertake field visits to assess the progress of the Mission activities.
- (iv) To prepare technical reports/brief/notes etc.
- (v) Any other duties/tasks assigned by the Director, DMD from time to time.

**Format of application for the engagement of Technical Assistant for monitoring of  
National Mission on Edible Oils-Oil Palm (NMEO-OP) activities**

Post applied for: \_\_\_\_\_



1. Full Name (in Block letters) :
2. Father's/Husband's name :
3. Date of Birth :
4. Contact details :
  - a. Address for communication :
  - b. Telephone/Mobile No. :
  - c. E-mail :
5. As on 01.04.2023 (max 40 years):
6. Whether SC/ST/OBC\* :
7. Whether Physically handicapped\* :
8. **Educational Qualification\*** :

SN	Educational Qualification	Board/University/ Institute	Division/Grade/ Percentage	Year of Passing

9. **Experience\*** :

SN	Organisation	Post held	Period	Duties performed

contd.....2

10. Computer proficiency :
11. Foreign study tours/assignment/  
Seminars etc attended :
12. Time required for joining :
13. Publications, if any :
14. List of enclosures :

### **DECLARATION**

I hereby declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I have read this circular and ready to accept all the terms and conditions of engagement.

Signature  
(Full name of the applicant)

Place:

Date:

\* Please attach photocopies of certificates and testimonials.