

Draft Terms of Reference (ToR) for Office Peon to be placed in the Operational Project Implementation Units (OPIU), APART, Office of the Commissioner of Industries & Commerce, Udyog Bhawan, Bamunimaidam, Guwahati - 21

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. Commissionerate of Industries & Commerce, OPIU, now intends to hire an **Office Peon (OP)** to be placed in the office of OPIU, CI&C under APART at Guwahati on contractual basis.

2) The Project Development Objective (PDO) 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 a clusters (production and enterprise) and value chain approach.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF POSITION

- 1) Shall be responsible for opening and closing of the office with proper cross checked before leaving.
- 2) Shall be responsible for welcoming Visitors and Guests and the employees of the other department.
- 3) Deal with inquiries or needs from the visitors and inform the officials.
- 4) Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of office premises.
- 5) Carrying and delivering files and letters within the office premises and also to other department as well.
- 6) Collecting and distributing Couriers or Parcels and procured office equipments and stationeries among the officials.
- 7) Picking-up and delivering items from outside as and when required.
- 8) Monitoring the devices and the stationery items at proper place within the workplace.

- 9) Preparing and presenting beverages (Tea & Snacks) for office staff & visitors.
- 10) Shall assist the office staffs in wide range of office activities.
- 11) Any other work allotted by the Nodal Officer, APART.

C) QUALIFICATIONS, EXPERIENCE, AGE ETC.

- 1) **Educational Qualification:** Candidates should be minimum 10th pass from a recognized educational board.
- 2) **Language:** Fluency in Assamese is essential along with minimum knowledge of English & Hindi
- 3) **Desirable Qualifications, Experience, Skills etc:**
 - Knowledge of office and management techniques.
 - Good interaction abilities and professional personal display.
 - Should be sincere, and trustworthy.
 - High school diploma with basic office skills.
- 4) **Age:** Age of the candidate should not be more than 35 years as on 1st August, 2020.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

- 1) The tenure of **Office Peon** is intended for a period of 11 months. However, continuity of the **Office Peon** beyond 11 months from the date of signing the agreement will depend upon his/her performance.
- 2) The contract with **Office Peon** 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 Commissionerate of Industries & Commerce, Assam. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Commissionerate of Industries & Commerce shall not undertake any responsibility for subsequent deployment of **Office Peon**.
- 3) The **Office Peon** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **Office Peon** will have to serve the project on full time basis. He/she will provide services from the Office of the OPIU.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

- 1) Remuneration will be as per project norms.
- 2) The provisions of leave would be as per prevailing project rules.

(F) REPORTING & PERFORMANCE REVIEW

Office Peon will report to the Head of OPIU. The performance of the **Office Peon** will be evaluated by Head of OPIU.

Note: This is a draft indicative ToR; The Commissioner of Industries & Commerce, Assam, reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.