

U.T. ADMINISTRATION OF DAMAN A DIU,
OFFICE OF THE ZONAL AGRICULTURE OFFICE,
DEPARTMENT OF AGRICULTURE,
FORT AREA, MOTI DAMAN

No. ZAO/DMN/MIDH/(STC)/2018-19/116

Date: 02/07/2018

ADVERTISEMENT (Walk – in – Interview)

The Secretary (Agriculture) , UT of Daman and Diu invites applications for the following posts under Mission for Integrated Development of Horticulture at Daman purely on short term contract basis :

Sr. No.	Name of the Post	Essential Qualification and Experience
1.	State Horticulture Consultant Vacancy -1 Remuneration – Rs. 50,000/- per month	MSc in Agriculture/ Horticulture from a recognized university . <ul style="list-style-type: none">• At least 5 Years experience in Agriculture /Horticulture.• Project Management experience.• Extensive experience in development and implementation of web-based applications and mobile applications in Agriculture /Horticulture .• Experience in computer operations and general admin/clerical works of at least 2 years.
2	Horticulture/Agriculture Assistant Vacancy -1 Remuneration – Rs. 20,000/- per month	Diploma in Agriculture/ Horticulture from a recognized university . <ul style="list-style-type: none">• At least 2Years experience in Agriculture /Horticulture .• Project Management experience.• Extensive experience in development and implementation of web-based applications and mobile applications in Agriculture /Horticulture .• Experience in computer operations and general admin/clerical works of at least 2 years.
3	Data Entry Operator Vacancy -1 Remuneration – Rs. 10,000/- per month	<ul style="list-style-type: none">➤ 12thPassed➤ Knowledge of Computer expertise in MS Office including Word, Excel, power point and e-mail.

Detailed Terms of reference are available on the website of the UT Administration of Daman and Diu <http://www.daman.nic.in/jobs-daman-diu.asp>. Eligible and desirous candidates must attend with detailed bio data along with self attested copies of related documents of qualification, experience, etc on the date of the walk in interview, i.e. 12/07/2018 at 10.00 A.M. the Secretariat, UT Administration of Daman & Diu, Fort Area, Moti Daman.

Domicile of Daman and Diu will be given preference.

No. TA/DA will be paid for attending the interview.


(Abhilasha Agrawal)
Zonal Agriculture Officer,
Daman and Diu,
Daman.

Copy to:- The DIO, NIC Daman to upload the same on official website of U.T. Administration of Daman & Diu

References (ToR) for hiring Technical Consultants in Mission for Integrated Development of Horticulture

Sr. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1.	State Horticulture Consultant	Rs. 50,000/- per month Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	MSc in Agriculture/ Horticulture from recognized university. <ul style="list-style-type: none"> At least 5 Years experience in Agriculture /Horticulture . Project Management experience. Extensive experience in development and implementation of web-based applications and mobile applications in Agriculture/Horticulture Experience in computer operations and general admin/clerical works of at least 2 years. 	<ul style="list-style-type: none"> 5 Years of experience in Agriculture/ Horticulture Scheme implementation and analysis. Experience in managing large scale technology implementation in Government. Experience of working with Government /Government organizations. Experience in implementation of mobile technology in Agriculture/Horticulture programme. Knowledge of Computer Data entry, etc. 	<ol style="list-style-type: none"> Design a project plan detailing various activities to be performed along for the implementation of Agriculture etc schemes in Daman & Diu. Prepare and share periodic progress reports detailing tasks completed and issue/escalations/risks etc of the MIDH scheme and other Agriculture Scheme & Activities. Assist to Nodal Officer in overseeing the on –time completion of activities of the Procurement, Operations, Training , Publicity, Recruitment, etc. Coordination with the State department of Agriculture Daman & Diu. Follow –up and facilitate necessary assistance to ensure that the Mission plan is implemented in project districts in a timely manner. Facilitate dissemination of relevant guidelines, reporting formats, training manuals, and other documents relevant to the Mission, developed by the Horticulture in the State. Develop a programme evaluation framework to identify areas for improvement. Ensure date for indicators on implementation within the results monitoring framework of the project is updated every six months and made available to MIDH. Support documentation and dissemination of best practices in the Mission and facilitate cross learning on the same across reports. Support the Director and Zonal Agriculture Officer in the preparation of quarterly and annual progress reports. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities. Periodically share progress reports detailing tasks completed and issues/escalations/risks related to the implementation of ICT-RTM with relevant counterparts at the MIDH.
2.	Horticulture/Agriculture Assistant	Rs. 20,000 per month Annual increase @ 3% of remuneration may be granted , subject to performance of the Consultant.	Diploma in Agriculture/ Horticulture from recognized university. <ul style="list-style-type: none"> At least 2Years experience in Agriculture /Horticulture. Project Management experience. Extensive experience in development and implementation of web-based applications and mobile applications in Agriculture /Horticulture Experience in computer operations and general admin/clerical works of at least 2 years. 	<ul style="list-style-type: none"> Diploma in agriculture /Horticulture with 3 years experience in application maintenance and support. Proven ability to successfully handle multiple tasks within a team environment and great attention to detail. Problem solving skills must. 	<ol style="list-style-type: none"> Assistant to state Horticulture consultant, Nodal officers department of agriculture, for timely completion account management, updating rules and permission. User account management, including updating roles and permissions. Master data management and updating System administration. Provision of support to State level officials. Training of District helpdesk. Supervision District helpdesk. Escalation of issues to Software Development Agency as needed. Provision of general applications support i.e. solves issues escalated from Block level in regard to mobile application, web application or reporting. Management of addition and removal of users from system. Data analysis and knowledge extraction. Any other tasks that may be assigned by the Director or Zonal Agriculture Officer.
3.	Data Entry Operator	Rs. 10,000 per month Annual increase @ 3% of remuneration may be granted , subject to performance of the Consultant.	<ul style="list-style-type: none"> 12th Passed. Knowledge of Computer expertise in MS Office including Word, Excel, power point and e-mail, etc. 	<ul style="list-style-type: none"> 12th passed with 3 years experience in application maintenance and support. Knowledge of computer on line application filled up and submission. Data entry online in agriculture/Horticulture 	<ol style="list-style-type: none"> Provision of general applications support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. Data loading analysis and knowledge extraction. years Experience of Computer.