

Annexure – 1
Job Chart of posts at Project Coordination and Management Unit
(PCMU), Pune

1.	Livestock and Dairy Business Expert – 1 Post Headquarter - PCMU, Pune	
	Job description	<ul style="list-style-type: none"> • Ensure the effective and flexible coordination with relevant agencies working on livestock and dairy development; • Undertake high level training on related cattle performance recording and evaluation. • Coordinate and undertake joint programme related to SMART / Private-Public Partnership for Artificial Insemination Delivery (PAID) program activities in Maharashtra by working closely with the Animal Husbandry program Partners, specifically the State department and Commissioner. • Undertake the day-to-day management of program activities. • To ensure documents (financial, technical and meeting report, and feedbacks) are prepared in accordance with the agreed schedules and within timescales. • Coordinate the preparation of timely and quality documentation / implementation reports to be submitted to PD/APD, SMART; including contributing to the packaging of feedbacks to farmers, community based organizations. • Maintain records on technical and financial aspects of project operation, including project activities and their outcomes; as well as minutes, decisions and recommendations of meetings and workshops. • Ensure that all partners, beneficiaries, and stakeholders are appropriately and timely informed and involved in the program activities. • Provide excellent service to all stakeholders working within the program by being proactive, responsive and effectively dealing with program related concerns / issues. • Ensure effective dissemination of knowledge and

		<p>insights gained; learning's as well as tools and methodologies to approved program stakeholders and wider audience.</p> <ul style="list-style-type: none"> • Identify potential related activities to which the planned program activities would be synergistic to and communicate / share with PD/APD, SMART. • Lead the value chain and climate change risk assessments on business cases from the portfolios of stakeholder. • Support SMART implementation through a contextual analysis in each geographies, identifying specific factors at state, regional and local levels that influence uptake of these best practices. • Undertake assessment of stakeholders capacity building gaps among state and regional extension services, farmer organizations, farmers, and other private sector stakeholders; Develop and implement tailored training and coaching programmes at the state and regional level for extension services providers (public and private sector and NGOs etc.), farmer cooperatives, farmers, including female and young entrepreneurs on agribusiness management and climate. • Proofing of their businesses by working closely with Community based organizations. • Analyses potential for roll-out of results-based financing for the projects' portfolio of successful business cases. • Develop and disseminate evidence-based CSA knowledge products on climate-proofing selected livestock and dairy based value chains and technologies, including investments and Return on investment (ROI) scenarios. • Guide coordination between SMEs and financial institutions for the mobilization of investments required for climate-proofing and de-risking of promising Climate-Smart business models. • Organize learning and exchange visits for institutions, farmers, producer groups and private
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		<p>partners, including events tailored specifically to female and young farmers and entrepreneurs.</p> <ul style="list-style-type: none"> • Organize regional and state workshops to discuss and disseminate the main findings and conclusions. • Perform any other duty assigned by the PD/APD from time to time.
	Qualification	Graduate in Veterinary Science and MBA. Preference will be given to Post Graduate in Veterinary Science with MBA
	Experience	For graduate with MBA Minimum 7 years and for post graduate with MBA Minimum 5 years experience of which 4 years in livestock and dairy business development in Cooperative / Government / Private / NGO sector. Preference will be given to the applicants having experience in (i) small ruminant business development & (ii) candidate having experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 50 years as on 1 st July 2022
	Remuneration	Per month - Upto Rs. 2,00,000/-
2	Entrepreneur Development and Resource Generation Expert – 1 Post Headquarter - PCMU, Pune	
	Job description	<ul style="list-style-type: none"> • Monitor the entrepreneurship development programme and evaluate business proposals for Economic and Financial feasibility. • Impart training to project officials and staff regarding preparation and evaluation of business proposals. • Monitor the service provider engaged for entrepreneurship development and preparation of business proposals. • Preparation of knowledge materials and products linked to the business development. • Dissemination of best practices and cross learning across clusters, districts and states - Participate in workshops and learning/exchange forums as needed • Perform any other duty assigned by the PD/APD from time to time
	Qualification	Post graduate in Agriculture or allied field with MBA / PGD-ABM

	Experience	Minimum 7 years experience of which 4 years in Entrepreneurship Development/ Business Development. Preference will be given to candidates having experience in world bank or other externally aided project.
	Age	Age of the candidate should not be more than 50 years as on 1 st July 2022
	Remuneration	Per month - Upto Rs. 2,00,000/-
3	Associate (Legal) – 1 Post (Headquarter - PCMU, Pune)	
	Job description	<ul style="list-style-type: none"> • Provide legal analysis in respect to all relevant aspects of laws, regulations and a wide range of multi-discipline and conflicting legal matters that may arise; • Provide legal opinions based on the clear analysis of the land, labour, company laws etc.; • Assist in the development and drafting of legal documents, regulations MoU, grant agreements etc.; • Develop, as requested, technical briefing papers and presentations on key legal issues; • Provide legal analysis of key issues as required; • Produce and deliver oral and written presentations on legal issues as required; • Draft and produce regular progress reports and event based reports as required; • Perform any other duty assigned by the PD/APD from time to time
	Qualification	Graduate in Law /Company Secretary
	Experience	Minimum 3 years' experience of which 2 years in company affairs. Preference will be given to the candidate having work experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 45 years as on 1 st July 2022
	Remuneration	Per month - Upto Rs. 60,000/-
4	Associate - Monitoring & Evaluation (M&E)- 1 post	
	Job description	<ol style="list-style-type: none"> 1) Prepare indicators for monitoring & evaluation mechanism for the project and conduct studies for that. 2) Provide M&E related inputs for preparation of

		<p>Project Implementation Plan and Operational Manuals.</p> <p>3) Assist M&E Expert for all monitoring and evaluation project activities during the project implementation period. This includes developing a framework aligned with the overall M & E of the project, finalizing both process and performance indicators to be monitored by the project, overseeing the design and implementation of data collection activities.</p> <p>4) Assist M&E Expert to undertake regular analysis and reporting on M&E. Regular reporting will involve reporting on project performance and identifying any bottlenecks occurring in project implementation.</p> <p>5) Assist M&E Expert for coordination with all project related M&E activities of the various line departments involved in the Project and the Project Coordination & Management Unit.</p> <p>6) Publish the success stories of the projects.</p>
	Qualification	Post graduate degree in Economics/ Agriculture Economics from recognized University / institution.
	Experience & Skills	Minimum three years' experience of which 2 years in Monitoring & Evaluation of State/ National level projects. Preference will be given to the candidate having work experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 45 years as on 1 st July 2022
	Remuneration	Per month - Upto Rs. 60,000/-
5	Assistant – 3 Post (Headquarter - PCMU Pune)	
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers. • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office. • Plan and organize office meetings / workshops / seminars etc. and documentation of the same. • Maintaining account / Distribution of all hardware and dead stock procured by the project

		<p>as per orders.</p> <ul style="list-style-type: none"> • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Age	Age of the candidate should not be more than 40 years as on 1st July 2022
	Remuneration	Per month – Up to Rs. 40,000/-

*** Job description, Educational qualification & Experience for the post of Associate-Mechanical, Civil, Agri. Business, Supply chain and Enterprise Development will be published shortly.**

Annexure – 2

Job Chart for post of PIU-Agriculture, Pune

1	IT & Communication Expert – 1 Post (Headquarter - Project implementation unit, Agriculture - Director ATMA, Pune)	
	Job description	<ul style="list-style-type: none"> • To provide information/intelligence products (Announcements, Bulletins, Newsletters, Dashboards, etc.) to the stakeholders on a regular basis to enable them to take production and marketing decisions on a rational basis. • To disseminate data/information-products through SMS, Voice-messages, Chatbots, books, periodicals, newspapers, TV and Radio, Social media, websites, etc. • To hold seminars, web-seminars and workshops for stakeholders on marketing. • To conduct specialized studies for policy makers and other stakeholders from time to time. • To build archives of data and data products on marketing and prices of agricultural and allied commodities. • Perform any other duty assigned by the Unit Head from time to time
	Qualification	Graduate/Post Graduate in Mass media and communication / journalism
	Experience	Minimum 03 years experience of which 2 years in mass media and communication with proficiency in IT / Social Media tools
	Age	Age of the candidate should not be more than 45 years as on 1st July 2022
	Remuneration	Per month – Upto Rs. 75,000/-
2	Assistant – 1 Post (Headquarter - Project implementation unit, Agriculture - Director ATMA, Pune)	
	Minimum Educational Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers. • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office. • Plan and organize office meetings / workshops / seminars etc. and documentation of the same.

		<ul style="list-style-type: none"> • Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders. • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 30,000/-

Annexure – 3

Regional Project Implementation Unit (RIU)

1	Economist & Financial Advisor - 5 Posts (Headquarter - 1 post each at Divisional Joint Director, Agriculture i.e. – Amravati, Kolhapur, Nashik, Thane, Aurangabad)	
	Job description	<ul style="list-style-type: none"> • To guide CBOs for preparing bankable subproject proposals • To assist CBOs for getting bank loan. • Evaluate business proposals of CBOs for Economic and Financial feasibility. • Impart training to project officials and staff regarding preparation and evaluation of business proposals. • Preparation of knowledge materials and products linked to the business development. • Dissemination of best practices and cross learning across clusters, districts and states • Participate in workshops and learning/exchange forums as needed. • Perform any other duty assigned by the RIU head from time to time
	Qualification	Graduate with MBA in Finance/ MBA in Banking and Finance / PGDABM / PGDM in Banking & Financial Services or CA
	Experience	Minimum 3 years experience of which 2 years in project preparation, economic and financial analysis of projects of Agribusiness and entrepreneurship development. Preference will be given to candidates having experience in world bank or externally aided project.
	Age	Age of the candidate should not be more than 45 years as on 1st July 2022
	Remuneration	Per month – Upto Rs. 75,000/-
2	Supply Chain & Value Chain Expert – 2 Posts (Headquarter - Divisional Joint Director, Agriculture – Thane & Nashik)	
	Job description	<ul style="list-style-type: none"> • Create data bank of institutional buyers & new markets. • Guide DIU's for CBO market linkages. • Analysis of Value Chain/Supply Chain of major commodities for issues and interventions. • Find cost-effective solutions for Value/supply chain development. • Train and guide DIU's on Value Chain / Supply Chain

		<p>Development.</p> <ul style="list-style-type: none"> • Handholding of stakeholders for preparation of Full Project Proposal (FPP) • Evaluation of FPP as per Project guideline. • To provide assistance to field functionaries for rollout sanctioned subproject. • To provide assistance to field functionaries for implementation of extension activities i.e. Value Chain Development School (VCDS) • Resolve timely issues that come up while implementation. • Prepare and maintain various reports, data as per Project requirements. • Perform any other duty assigned by the RIU head from time to time
	Qualification	Graduate in Agriculture & allied field with MBA (Marketing) / PGDM (Supply Chain Management/Marketing) / PGDABM.
	Experience	Minimum 03 years experience of which 2 years in Agriculture commodity Supply / Value Chain Management. Preference will be given to the candidate having work experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 45 years as on 1st July 2022
	Remuneration	Per month – Upto Rs. 75,000/-
3	Procurement Officer – 6 Posts (Headquarter - 1 post each at Divisional Joint Director, Agriculture i.e. – Thane, Kolhapur, Nashik, Latur, Amravati, Nagpur)	
	Job description	<ul style="list-style-type: none"> • Prepare & update the procurement plan and schedule for the project by taking care to ensure optimum competition, transparency, economy and efficiency and priority of items. • Ensuring systematic maintenance of the procurement related records and documentations and provide guidance to PIU staff members for undertaking all procurement and related activities. • Supervise and Provide guidance to PIU staff members regarding finalization of the technical specifications / BOQ / drawings for goods & works and the Terms of Reference (ToR) for services; • Inviting Expressions of interest (EOI). • Preparation of the Invitation for Bid (IFB) document / Request for Proposals (RFP) for various. • Issue the RFP document to the shortlisted consultants, • Receive, open and undertake the technical and

		<p>commercial evaluation.</p> <ul style="list-style-type: none"> • Publish the contract award notice; Monitor the contract management, issuing contract amendments, etc. • Capacity Building of CBOs procurement committee. • Report to Procurement Expert related to the procurement activities under taken at DIU level. • Perform any other duty assigned by the PIU head from time to time • Scrutiny of procurement proposals received by CBO,DIU, RIU level.
	Qualification	Any Graduate
	Experience	Minimum 03 years experience of which 2 years in procurement /procurement audit in Co-operative / Government / Private / NGO sector. Preference will be given to the candidate having work experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 40 years as on 1st July 2022
	Remuneration	Per month – Upto Rs. 50,000/-
4	Environmental Expert – 6 Posts (Headquarter - 1 post each at Divisional Joint Director, Agriculture i.e. – Thane, Pune, Kolhapur, Aurangabad, Latur, Nagpur)	
	Job description	<ul style="list-style-type: none"> • Develop the contours of Environmental Assessment of the proposed project interventions. • Prepare environmental management framework as per the policies of the World Bank under the guidance of PCMU • Provide regular monitoring and oversight for ensuring that the agreed mitigation measures are implemented according the approved and publicly disclosed safeguards document • Closely follow up on observed adverse environmental impact(s) during implementation phase for resolving and managing, as per the mitigation plan • Provide substantive advice on safeguard issues to sectors in order to promote the sustainability, reduce environmental externalities and enhance investment on building a climate resilient agriculture production system • Closely supervise, provide assistance and deliver capacity building trainings to the sectors to close knowledge/skill gaps and minimize the likelihood of risks to happen to projects/programs financed through the project

		<ul style="list-style-type: none"> • Provide orientation and (technical) training to partner agencies and those responsible for project implementation on management of identified environmental impacts and risks, applying the agreed mitigation actions, documenting and reporting etc. • Undertake any specialized study and/or rapid assessment for unforeseen environmental issues that may arise during implementation • Lead dialogue with various relevant sectors and agencies, including private sector entities in identifying opportunities and mainstreaming of environmental management and sustainability approaches in the agriculture production system • Support development and implementation of innovative solutions for increasing sustainability and resilience to climate change of the agriculture production system • Design a M&E system, prepare and update baselines and provide regular inputs and updates on key safeguards parameters and indicators for inclusion in project progress reports • Provide support to develop environmental and institutional strengthening components by preparing various questionnaires and collecting data on environmental due diligence documents, monitoring and reporting; • Perform any other duty assigned by the RIU head from time to time
	Qualification	Post Graduate in Environmental Science
	Experience	Minimum 03 years experience of which 2 years in environment management aspects in projects of Government / Private sector. Preference will be given to candidates having experience in world bank or other externally aided project.
	Age	Age of the candidate should not be more than 40 years as on 1st July 2022
	Remuneration	Per month – Upto Rs. 50,000/-
5	Social Development Expert – 4 Posts Headquarter - Divisional Joint Director, Agriculture. 1 post each at Thane, Kolhapur, Latur & Amravati	
	Minimum Educational Qualification	Any Graduate with MSW
	Experience	Minimum 03 years experience of which 2 years in social development aspects in projects of Government / Private

		sector. Preference will be given to candidates having experience in world bank or other externally aided project.
	Job description	<ul style="list-style-type: none"> • Advise on activities/processes to be adopted for achieving the core social development themes i.e. social inclusion (gender, tribal and other vulnerable groups), gender strategy, participation, transparency, accountability, land management, grievance management and citizen feedback envisaged under SMART; • Evaluate FPP with respect to Social Inclusion, Social Safeguard and Gender Mainstreaming. • Assess and confirm requirement of SIA (Social Impact Assessment) and resettlement plan as per the ESMF; • Facilitate preparation of Social Assessment Report and Management Plans and/or framework for managing adverse social impacts, risks and benefits of project interventions; • Establish a system to monitor social safeguards and Gender Strategy of the project including monitoring the indicators set out in the monitoring plan; • Facilitate inclusion of vulnerable and marginalized groups in the project interventions; • To develop the capacity building manual on social issues, through experienced training agencies (Content of the manual will include scheme cycle, outline of Social Assessment, management plans & reporting formats, R&R policy, land acquisition/donation process and other land related matters, identification of project affected people, social entitlement framework, risk assessment and management skills, Gender Mainstreaming); • To work as a trainer for Social Safeguard and Gender Mainstreaming • To develop the capacity of the line department officials in strategic collaborative planning, implementation & monitoring of the activities in compliance with the Social Safeguard Policies of the World Bank and Gender Strategy of the Project. • To build the capacity of all stakeholders in the management of social safeguard and gender issues. To ensure that social issues have been adequately addressed; • Compilation and analysis of monthly/quarterly reports on social(including gender) indicators; tracking of Grievance Redressal and Social Audit; • Supervise and provide guidance to the site staffs to

		<p>properly carry out the social monitoring and assessments as per the ESMF; 13. Review, monitor and evaluate the effectiveness with which the Plans are implemented, and recommend necessary corrective actions to be taken as required.</p> <ul style="list-style-type: none"> • Channelize Redressal any grievances brought about through the Grievance Redress Mechanism (GRM) in a timely manner; • Perform any other duty assigned by the RIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 50,000/-
6	Accountant – 8 Posts (Headquarter - 1 post each at Divisional Joint Director, Agriculture i.e. - Thane, Pune, Kolhapur, Nashik, Aurangabad, Latur, Amravati & Nagpur)	
	Job description	<ul style="list-style-type: none"> • To compile quarterly work plan and budget and procurement plan. • Coordination and hand holding for implementation of Tally at PIU Level. • Data entry in Tally for SMART Project and bank reconciliation. • Data entry in MIS for SMART Project and Tally reconciliation. • Maintenance of Various Books of Accounts. • Furnishing record to Auditors. • To complete any assignment related to project. • Perform any other duty assigned by the RIU head from time to time
	Qualification	B.Com, with Computerised Accounting Course in Tally with MSCIT.
	Experience	Minimum 02 years experience of which 1 year in Accounting with Tally Software. Preference will be given to the candidate having work experience in World Bank or externally aided project and having good typing skill of English & Marathi.
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 25,000/-

7	Assistant – 8 Post (Headquarter - 1 post each at Divisional Joint Director, Agriculture i.e. - Thane, Pune, Kolhapur, Nashik, Aurangabad, Latur, Amravati & Nagpur)	
	Minimum Educational Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers. • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office. • Plan and organize office meetings / workshops / seminars etc. and documentation of the same. • Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders. • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 20,000/-

Locations are subject to change and selected candidates will have to join as directed by project.

Annexure – 4
District Project Implementation Unit (DIU)

1	Economist cum Access to Finance Advisor – 23 Posts Headquarter - Office of Project Director, ATMA at Akola, Buldhana, Washim, Yavatmal, Wardha, Chandrapur, Gadchiroli, Bhandara, Solapur, Kolhapur, Satara, Nashik, Jalgaon, Nandurbar, Ratnagir, Raigad, Sindhudurg, Palghar, Aurangabad, Beed, Osmanabad, Parbhani, Hingoli Districts.	
	Job description	<ul style="list-style-type: none"> • To guide CBOs for preparing bankable subproject proposals • To assist CBOs for getting bank loan. • Evaluate business proposals of CBOs for Economic and Financial feasibility. • Impart training to project officials and staff regarding preparation and evaluation of business proposals. • Preparation of knowledge materials and products linked to the business development. • Dissemination of best practices and cross learning across clusters, districts and states • Participate in workshops and learning/exchange forums as needed. • Perform any other duty assigned by the DIU head from time to time
	Qualification	Graduate in Agriculture & allied field with MBA / PGDABM / PGDM in Banking & Financial Services
	Experience	Minimum 3 years experience of which 2 years in project preparation, economic and financial analysis of projects, banking & financial institutions. Preference will be given to candidates having experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 50,000/-
2	Smart Cotton Value Chain Expert – 9 Posts Headquarter - Office of Project Director, ATMA at Amravati, Buldhana, Washim, Yavatmal, Nagpur, Chandrapur, Wardha, Jalgaon, Beed Districts.	
	Job description	<ul style="list-style-type: none"> • Analysing issues in cotton value chain and find cost-effective solutions for cotton value chain. • Identification of ginneries, villages and farmer groups for

		<p>implementation of SMART cotton subproject in close coordination with field functionaries.</p> <ul style="list-style-type: none"> • Resolve issues that come up while implementation. • Implementation of safety guidelines for pesticides handling. • Implementation of extension activities i.e. Value Chain Development School (VCDS) activities. • To guide CBO's for production of clean and homogeneous cotton also guide for lint base marketing. • Rollout of SMART Cotton Subproject. • Prepare & maintain data & reports as per project requirement. • Perform any other duty assigned by the DIU head from time to time
	Qualification	Graduate in Agriculture & allied field with MBA (Marketing) / PGDM (Marketing) / PGDABM.
	Experience	Minimum 03 years experience of which 1 year in Agriculture commodity (Preferably Cotton) Supply / Value Chain Management/ Marketing. Preference will be given to the candidate having work experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 50,000/-
3	Accountant – 12 Posts Headquarter -Office of Project Director, ATMA, at Buldhana, Washim, Gadchiroli, Solapur, Pune, Dhule, Thane, Ratnagiri, Raigad, Sindhudurg, Palghar, Hingoli Districts.	
	Job description	<ul style="list-style-type: none"> • To compile quarterly work plan and budget • Coordination and hand holding for implementation of Tally at PIU Level. • Data entry in Tally for SMART Project and bank reconciliation. • Data entry in MIS for SMART Project and Tally reconciliation. • Maintenance of Various Books of Accounts. • Furnishing record to Auditors. • To complete any assignment related to project. • Perform any other duty assigned by the DIU head from

		time to time
	Qualification	B.Com, with Computerised Accounting Course in Tally with MSCIT.
	Experience	Minimum 03 years experience of which 2 years in Accounting with Tally Software. Preference will be given to the candidate having work experience in World Bank or externally aided project and having good typing skill of English & Marathi.
	Age	Age of the candidate should not be more than 40 years as on 1st July 2022
	Remuneration	Per month – Upto Rs. 30,000/-

*** Job description, Educational qualification & Experience for the post of Market Information, MIS and M&E Officer and Computer Operator will be published shortly**

Locations are subject to change and selected candidates will have to join as directed by project.

Annexure – 5
Job Chart for post of PIU- Animal Husbandry (AHD), Pune

1	Assistant – 1 post (Headquarter - PIU- Commissioner, AHD, Pune)	
	Minimum Educational Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers. • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office. • Plan and organize office meetings / workshops / seminars etc. and documentation of the same. • Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders. • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 30,000/-

Annexure – 6

Job chart for post at PIU- Director of Marketing (DoM), Pune

1	Statistician Expert – 1 post (Headquarter - PIU (Director of Marketing) Pune	
	Job description	<ul style="list-style-type: none"> • Designing data acquisition trials for market reforms efforts being implemented in the state. • Assessing results from the above trials and recommendations for the ongoing programme of reforms. • Analysing trends in market reforms at national or international levels. • Applying statistical methodology to complex data and guide to PIU. • Perform any other duty assigned by the PIU Head from time to time.
	Qualification	Graduate in Statistics or Any Graduate with Post Graduation in Statistics
	Experience	Minimum 03 years experience of which 2 years in Market Research and data analysis. Technical knowledge of relevant statistical methodology and statistical tools. Preference will be given to the candidate having work experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 45 years as on 1 st July 2022
	Remuneration	Per month - Upto Rs. 75,000/-
2	Assistant – 1 post (Headquarter - PIU (Director of Marketing) Pune	
	Minimum Educational Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers. • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of

		<p>the office.</p> <ul style="list-style-type: none"> • Plan and organize office meetings / workshops / seminars etc. and documentation of the same. • Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders. • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 30,000/-

Annexure – 7
Job Chart for post of PIU-Maharashtra State Warehousing Corporation-(MSWC), Pune

1	Assistant – 1 post (Headquarter - PIU- MD, MSWC, Pune)	
	Minimum Educational Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers. • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office. • Plan and organize office meetings / workshops / seminars etc. and documentation of the same. • Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders. • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 30,000/-

Annexure – 8
**Job Chart for post of PIU-Maharashtra State Co-operative
Cotton Growers Marketing Federation Limited, (Mahacot),
Nagpur**

1	Assistant – 1 post (Headquarter - PIU- MD, Mahacot, Nagpur	
	Minimum Educational Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers. • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office. • Plan and organize office meetings / workshops / seminars etc. and documentation of the same. • Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders. • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 30,000/-

Annexure – 9
**Job Chart for post of PIU- Maharashtra Cooperative
Development Corporation Limited (MCDC), Pune**

1	Assistant – 1 post (Headquarter - PIU- MD, MCDC, Pune	
	Minimum Educational Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers. • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office. • Plan and organize office meetings / workshops / seminars etc. and documentation of the same. • Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders. • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 30,000/-

Annexure – 10
Job chart for post at PIU- Maharashtra State Rural Livelihood
Mission (MSRLM), Navi Mumbai

1	Accountant - 1 post (Headquarter - PIU-MSRLM, Navi Mumbai)	
	Job description	<ul style="list-style-type: none"> • To compile quarterly work plan and budget • Coordination and hand holding for implementation of Tally at PIU Level. • Data entry in Tally for SMART Project and bank reconciliation. • Data entry in MIS for SMART Project and Tally reconciliation. • Maintenance of Various Books of Accounts. • Furnishing record to Auditors. • To complete any assignment related to project. • Perform any other duty assigned by the PIU head from time to time
	Qualification	B.Com with Computerised Accounting Course in Tally with MSCIT.
	Experience	Minimum 03 years' experience of which 2 years in Accounting with Tally Software. Preference will be given to the candidate having work experience in World Bank or externally aided project and having good typing skill of English & Marathi.
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month - Upto Rs. 35,000/-
1	Assistant – 1 post (Headquarter - PIU-MSRLM, Navi Mumbai)	
	Minimum Educational Qualification	Graduate with MSCIT, English 40wpm & Marathi 30wpm typing speed certificate.
	Experience	Minimum 02 years experience in office assistance
	Job description	<ul style="list-style-type: none"> • Assist the concern officer for performing all official duties. • Receipt and dispatch of all correspondence and making daily entries in inward and outward registers.

		<ul style="list-style-type: none"> • Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office. • Plan and organize office meetings / workshops / seminars etc. and documentation of the same. • Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders. • Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities. • Maintain the office records. • Provide necessary information and document for audit examination to the Auditor. • Perform any other duty assigned by the PIU head from time to time
	Age	Age of the candidate should not be more than 40 years as on 1 st July 2022
	Remuneration	Per month – Upto Rs. 30,000/-
