

IMPORTANT NOTICE

The date for submitting the applications in Hans Foundation Project has been extended till 2nd November,2021.

Those who have applied earlier need not apply again. Kindly check the qualifications prior to applying.

Doon University, Dehradun

Advertisement for the recruitment of Project staff

Doon University, Dehradun has released an advertisement for the recruitment of 14 positions of Project staff on purely temporary basis to work on research, development & extension project entitled “**Doubling Farmers Income Through Integrated and Collective Farming**” funded by Rural India Support Trust USA / The HANS Foundation New Delhi under the supervision of Prof. Kusum Arunachalam.

Details of positions, their eligibility and qualifications is available on University website www.doonuniversity.ac.in.

Venue: Doon University Campus Dehradun.

Date of Walk-in / Online Interview: 10/11/2021 Morning 10Am Onwards. Candidates possessing the qualifications should send their applications through mail to-

kusumarunachalam@doonuniversity.ac.in / kusumdoon@gmail.com by 2nd November 2021.

★ Due to the heavy rainfall in Uttarakhand the last date of final submission of application for various positions has been increased till 2nd November 2021.

★ The minimum qualification bars for the position of Technical Advisors and Technical Assistants have also amended. Please check the details before submission.

★ The list of shortlisted candidate for interview will be uploaded on University Website on 8th November; Zoom link for interview will be shared on university website on same day.

Doon University, Dehradun

Advertisement for the recruitment of Project staff

School of Environment and Natural Resources, Doon University announces recruitment of 14 positions of Project staff on purely temporary basis to work on research, development & extension project entitled “**Doubling Farmers Income Through Integrated and Collective Farming**” funded by Rural India Support Trust USA / The HANS Foundation NewDelhi under the supervision of Prof. Kusum Arunachalam.

S. No.	Designation	Salary (Rs)	Positions	Expected and Desirable Qualification for Staff	Brief Justification of Project Position
1	Project coordinator	31,000	1	<p>Essential qualification: Master is in Business Administration / Agribusiness / Social Work / Environmental Science or any similar relevant field.</p> <p>Desirable qualification: Working experience in relevant sector for minimum two years.</p>	Project coordinator will assess market position of companies, which are involved, in horticulture, medicinal plants and agriculture sector, through secondary research. Project coordinator will generate data to build statistical lists, analytical reports etc. Creating and updating Organization Charts, which shows the complete structure of an organization, or Business Unit along with the reporting lines through primary & secondary research. Project coordinator will help to manage the management and information system.
2	Project Associate	27,000	1	<p>Essential qualification: Master's degree in Natural Resource Management, Agriculture, Forestry, Experience in Agriculture, Horticulture and Livelihood Sector.</p> <p>Desirable qualification: At least two years of experience of working with community/farmer groups in rural areas.</p>	Project Associate will be stationed in Doon University but will have to travel extensively in the hill districts for implementation of project work. He will help program manager in designing the work plan and developing and managing Management and information system.

3	Project Fellow	25,000	1	<p>Essential qualification: Master's in Natural Resource Management /Socialwork , / Agriculture. Experience in Agriculture, Horticulture and Livelihood Sector,</p> <p>Desirable qualification: At least two years of experience of working with Community / farmer groups in rural areas.</p>	Project fellow will work for Implementation of work plan developed, monitoring of project activities and collection of data from field with the help of project staff.
4	Senior District Coordinator	18,000	1	<p>Essential qualification: Bachelor's degree in social sciences.</p> <p>Desirable qualification: Work experience of more than two years in livelihood generation, working with farmer groups especially with women farmers and other agriculture related Activities in hill districts of Uttarakhand.</p>	Senior district coordinator will be stationed in Field and will coordinate with the senior staff and junior staff in districts. Senior district coordinator will work for proper implementation of project activities, collection of data for managing management and information system etc.
5	Accountant	14,000	1	<p>Essential qualification: Bachelor's in Commerce with accounting as a subject.</p>	Accountant will help the Program manager and senior district coordinator to develop financial plan according to the work plan and assure timely submission of bills and allocation of fund to project staff.
6	Assistant Accountant	12,000	1	<p>Essential qualification: Bachelor's in commerce with accounting as a subject / Bachelor's in Business administration. 4000 key depression per hour in Hindi and English typing.</p>	Assistant Accountant will help head accountant in proper accounting and monthly submission of field bills and communicate with cluster coordinators for timely submission of bills at Doon University.
7	Cluster coordinator	12000	4	<p>Intermediate Pass. Work experience in Agriculture and Horticulture sector. Work experience with Self Help Groups. Preference will be given to local youth and experienced farmers.</p>	Cluster coordinators will help district coordinators to interact with farmer groups and implement work in different clusters. They will also collect data of farmers for linking farmers with schemes of state and central government.
8	Technical Advisor	12,000	2	<p>Intermediate Pass. Work experience in livelihood generation, cultivation of medicinal,</p>	Technical Advisor will help the farmers in proper maintenance of crops, farm

				spice and aromatic plants, agriculture and allied activities in Uttarakhand. Preference will be given to local youth and experienced farmers.	machinery and collection of farm data. They will also help farmers during harvesting of crops.
9	Technical Assistant	10,500	2	Intermediate Pass. Experience of working in Agriculture, Horticulture and Herbs in Uttarakhand, Experience of working with farmer groups. Preference will be given to local youth and experienced farmers.	Technical assistant will work for weekly meetings with farmers and collect the information about the identified issues which need quick resolve for proper production of crop according to the work plan.

Details of advertised positions are given below-

1. Positions: Project coordinator -01post

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 31000 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Project coordinator will help Program Manager and Project Investigator in implementation of work plan, monitoring of management and information systems. Project coordinator will also work in designing good agriculture and cultivation plan, implementation of NAGOYA Protocol liaising with government, non-government departments, non-profit organizations etc. Project coordinator will also have to travel in project location for monitoring of work and guiding the field staff.

Qualifications & Experience:

Essential qualification: Master is in Business Administration / Agribusiness / Social Work / Environmental Science or any similar relevant field.

Desirable qualification: Working experience in relevant sector for minimum two years.

2. Positions: Project Associate -01post

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 27,000 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Project associate will be stationed in Doon University but will have to travel extensively in the hill districts for implementation of project work. He will help program manager in designing the work plan and developing and managing management and information system and other project activities.

Essential qualification: Master's degree in Natural Resource Management, Agriculture, Forestry, Experience in Agriculture, Horticulture and Livelihood Sector.

Desirable qualification: At least two years of experience of working with community/farmer groups in rural areas. Proficiency in computers.

Minimum 55% in Master's Degree.

3. Positions: Project Fellow -01post

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 25,000 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Project fellow will work for implementation of work plan developed, monitoring of project activities and collection of data from field with the help of project staff. Project fellow will work in close coordination with senior staff and senior district coordinator for timely implementation of work plan of the project activities.

Essential qualification: Master's in Natural Resource Management/Social work /Agriculture. Experience in Agriculture, Horticulture and Livelihood Sector,

Desirable qualification: At least two years of experience of working with farmer's groups and Proficiency in computers.

Minimum 55% marks in Master's Degree.

4. Positions: Senior District Coordinator -01 posts

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 18,000 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Senior district coordinator will coordinate with the senior staff and junior staff in districts. Senior district coordinator will work for liaising with line departments and cluster coordinators for proper implementation of work and timely collection of field data for managing management and information system etc.

Essential qualification: Bachelor's degree in social sciences.

Desirable qualification: Work experience of more than two years in livelihood generation, working with farmer groups especially with women farmers and other agriculture related activities in hill districts of Uttarakhand. Proficiency in computers.

Minimum 55% marks in Bachelor Degree in Social Sciences.

5. Positions: Accountant -01 post

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 14,000 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Head Accountant will help the Program manager and senior district coordinator to develop financial plan according to the work plan and assure timely submission of bills and allocation of fund to project staff. The head accountant will develop budget reports on the expenses of proposed Trainings, field visits, hiring of vehicles etc. The head accountant

will also create project accounts in the accounting system. Create and submit financial reports to SENR and project funding agency.

Essential qualification: Bachelor's in commerce with accounting as a subject.

Positions: Assistant Accountant -01posts

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 12,000 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Financial management of project work plan, interaction with Sr. cluster coordinator, keeping track of field expenses and analysis of financial needs of project, will also work in association with Accountant.

Essential qualification: Bachelor's in commerce with accounting as a subject / Bachelor's in business administration. 4000 key depression per hour in Hindi and English typing.

7 .Positions: Cluster coordinators -04posts

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 12,000 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Cluster coordinators will work for implementation of agriculture / horticulture plan in village clusters level with members of farmer producer groups. Micro managing budget in cluster with the help of accountants, developing expenditure demands, helping farmer groups in land preparation, seed sowing, irrigation, collection of farmer's documents and other allied activities. Cluster coordinators will help district coordinators to

interact with farmer groups and implement work in different clusters. They will also collect data of farmers for linking farmers with schemes of state and central government.

Qualifications & Experience: Intermediate pass. Work experience in Agriculture and Horticulture sector.

Work experience with Self Help Groups.

Essential: Minimum 55% marks in Intermediate.

Desirable: Good communication skills, Proficiency in computers, knowledge of Garhwali or Kumauni language.

★ **Preference will be given to local youth / experienced / progressive farmers.**

8. Positions: Technical Advisor -02posts

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 12,000 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Technical Adviser will help the farmers in proper maintenance of crops, farm machinery and collection of farm data. They will also help farmers during harvesting of crops. Technical Adviser will work in close cooperation with farmers groups and cluster coordinators. Technical Adviser will also be involved in liaising with master trainers of agriculture, horticulture, herbal research and development institute etc. He will also help the farmer groups in management of farm machinery at cluster level. Technical Adviser will help the farmers in proper maintenance of crops, farm machinery and collection of farm data. They will also help farmers during harvesting of crops.

Qualifications & Experience: Work experience in livelihood generation, cultivation of medicinal, spice and aromatic plants, agriculture and allied activities in Uttarakhand.

Essential: Minimum intermediate pass. Work experience in livelihood generation, cultivation of medicinal, spice and aromatic plants, agriculture and allied activities in Uttarakhand.

Desirable: Good communication skills, knowledge of Garhwali or Kumauni language.

★**Preference will be given to local youth / experienced / progressive farmers.**

9. Positions: Technical Assistants -02posts

Age limit: Not exceeding 42 years on date of submission.

Emoluments: Rs. 10,500 pm

Duration: The position is for up to 31st March 2023 / co-terminus with the project, whichever is earlier.

Nature of Duties: Technical assistant will work for weekly meetings with farmers and collect the information about the identified issues which need quick resolve for proper production of crop according to the work plan.

Support cluster coordinators in monitoring of work and constant engagement with farmers.

Qualifications & Experience: Minimum intermediate pass. Work experience in livelihood generation, cultivation of medicinal, spice and aromatic plants, agriculture and allied activities in Uttarakhand.

Essential: Experience of working in Agriculture, Horticulture and Herbs in Uttarakhand, Experience of working with farmer groups.

Desirable: Good communication skills, knowledge of Garhwali or Kumauni language.

★**Preference will be given to local youth / experienced / progressive farmers.**

Shortlisted candidates will be communicated through e-mail to appear for Interview. No TA/DA will be paid for attending the interview.

Conditions: The decision of the selection committee will be final. The selected candidate may be terminated with a 30-day notice before completion of tenure, if their performance is deemed unsatisfactory. The requirements of minimum qualification and/or experience and age may be relaxed in the case of candidates with outstanding credentials.

The list of shortlisted candidate for interview will be uploaded on University Website on 8th November.