Nanaji Deshmukh Krishi Sanjivani Project 2.0	
1) Project Officer (GIS)	**No. of Post : 1**
GIS Branch	

Minimum Educational Qualification-

- B.Sc. or B.Tech. in Geo-informatics, GIS, or Remote Sensing from a recognized institution or university.

Required Experience-

- Minimum 1 year of experience in the GIS/Remote Sensing (RS) field, as well as in the Agriculture, Climate, Soil, and Water Conservation sectors.
- The applicant should have experience in using geo-tagging, GIS/RS applications, and software to create maps and perform analysis using that information.
- The applicant should have experience using GIS & RS techniques for Geo-tagging, mapping of soil and water conservation works, Image processing, and analysis.
- The applicant should have knowledge of new GIS tools and modelling techniques applicable in the context of agriculture.
- Experience in Web GIS development is required.
- The applicant should have experience with PostgreSQL for database management systems.
- Experience in publishing geospatial data web services using GeoServer is required.

Preference -

- Preference will be given to candidates with knowledge of Microsoft Office, Gemini, Co-pilot, and ChatGPT applications, as well as functional knowledge of AI (Artificial Intelligence) programs.

Duties and Responsibilities-

1. GIS and Geospatial Data Collection: Collect and manage geospatial data related to agricultural land, including soil characteristics, crop types, irrigation methods, and climate information.
2. Satellite Image Analysis: Utilize advanced image analysis techniques in Google Earth Engine to monitor crop health, detect Land Use/Land Cover (LULC) changes, and evaluate vegetation indices.
3. SAR Sentinel Data Processing: Utilize SAR Sentinel data to analyze soil moisture, crop growth, and LULC changes, enabling decision-making for precision agriculture.
4. Prepare necessary cluster and village-wise maps by integrating Geo-referencing and remote sensing data. Create village maps, maps of soil and water conservation works, action plans, and treatment proposed maps.
5. Link village information with maps and prepare thematic maps for analysis as required.
6. Perform suitability analysis to evaluate land suitability for specific crops and provide suggestions for optimal planting strategies.
7. Analyze climate data and weather patterns to assess the risk of agricultural hazards such as drought, floods, or extreme temperatures.
8. Prepare maps, charts, and reports to effectively communicate agricultural plans to agricultural officers, farmer stakeholders, and agro-businesses.
9. Knowledge of PostgreSQL and PostGIS is highly essential for effective spatial data management and analysis.
10. Perform other duties assigned by the seniors from time to time.

Nanaji Deshmukh Krishi Sanjivani Project 2.0	
2) Project Associate	**No. of Post : 1**
Procurement Branch	

Minimum Educational Qualification-

- A Bachelor's Degree in Finance, or Business Management, or Commerce from a recognized institution or university.

Required Experience-

- Minimum 1 year of work experience in the Procurement sector in a government/semi-government office or a private organization is required.
- Must have completed the World Bank's CPPP and CPCM training.
- Must be proficient in using the World Bank's STEP system.

Duties and Responsibilities-

1. Monitor and update the STEP system daily.
2. Monitor the district-level procurement process.
3. Prepare the Procurement Plan and the Contract Implementation Report (Quarterly) from the project's PMIS system, and coordinate by preparing the schedule for the annual Procurement Audit.
4. Finalize rate contracts for necessities required by the Project Management Unit (PMU). (e.g., vehicle management, office stationery, etc.)
5. Obtain compliance reports/responses from the concerned agency for objections raised during the Procurement Audit.
6. Conduct site visits in the project area with the Procurement Expert and review procurement-related work.
7. Organize and conduct training programs for district-level officers/staff as well as FPO/FPL/SHG (Farmer Producer Organizations/Farmer Producer Leaders/Self-Help Groups).
8. Assist district-level officers/staff and FPO/FPL/SHG in resolving difficulties encountered during the procurement process.
9. Assist the Procurement Expert in preparing Bid Documents, technical and financial evaluations, and to prepare minutes of various meetings.
10. Resolve procurement-related complaints.
11. Perform responsibilities assigned by the Project Director from time to time.
12. Perform responsibilities assigned by the Superiors from time to time.

Nanaji Deshmukh Krishi Sanjivani Project 2.0
3)Project Associate (M&E) **No. of Post : 1**
M & E Branch

Minimum Educational Qualification-

- A Bachelor's Degree in Agricultural Economics / Economics / Statistics / Econometrics from a recognized institution or university.

Required Experience-

- Minimum 1 year of work experience in relevant work (such as Data Analysis/Survey/Report Generation/Monitoring/Supervision, etc.) in a Government/Semi-Government office or a Private Institution is mandatory.
- Ability to ensure data accuracy and reliability.
- Familiarity with Monitoring and Evaluation (M&E) methods, tools, and techniques.
- Experience in data collection, analysis, and management in the context of development projects or programs.

Duties and Responsibilities-

1. Assist in the preparation of the logical framework by identifying indicators, following the Results Framework approach, with due consideration to the final objectives and project components.
2. Assist in providing M&E-related inputs for the preparation of the Project Implementation Plan and Operational Manuals.
3. Support the implementation of the project's monitoring mechanism, regularly tracking outputs and outcomes. Identify and report on challenges encountered during implementation.
4. Collaborate with the external agency appointed under the project to design data/information collection tools and methods, including surveys, questionnaires, etc., related to financial indicators and outcomes.
5. Assist in monitoring and tracking Key Performance Indicators (KPIs) and targets to evaluate project progress.
6. Contribute to the design and implementation of project evaluations and appraisals, and assist in collecting the relevant data and information required for evaluation purposes.
7. Assist in the design and implementation of project evaluations and appraisals.
8. Assist in the preparation of periodic M&E reports, highlighting project achievements, challenges, and lessons learned.
9. Compile and maintain project data in databases or other designated systems and keep the information updated.
10. Assist in coordinating all Monitoring and Evaluation project components during the project implementation period. This includes developing an overall M&E framework for the project, finalizing both process and performance indicators for project monitoring, overseeing the design and implementation of data collection, conducting regular analysis, and reporting on M&E. Regularly report on project performance and identify any bottlenecks encountered in project implementation.
11. Assist in coordinating all project-related M&E activities of the various departments involved in the Project Management Unit (PMU).
12. Assist in supervising the External M&E Consulting Agency and support the operations of the project's MIS system for M&E.
13. Perform other responsibilities assigned by the superiors from time to time.

4)लघुलेखक(Stenographer)

किमान अर्हता- • उमेदवार मान्यताप्राप्त ववद्यापीठातील कोणत्याही शाखेचा पदवीधर असावा. • मराठी (१२०) लघुलेखनाबाबतचे शासन मान्य संस्थेचे प्रमाणपत्र, • मराठी टंकलेखन प्रमाणपत्र ४० श.प्र.वम • इंग्रजी टंकलेखन प्रमाणपत्र ४० श.प्र.वम • उमेदवार शासन मान्यता प्राप्त संस्थेचा MS-CIT अथवा समकक्ष अभ्यासक्रम उत्तीणण असावा.
अनुभव- • शासकीय वकंवा वनमशासकीय कायाणलयात / प्रकल्पात लघुलेखकांच्या कामकाजाचा वकमान ३ वर्ाांचा अनुभव आवश्यक
िर्तव्ये व जबाबदा-या - • मा. प्रकल्प संचालक यांचे स्वीय सहायक म्हणून काम करणे • प्रकल्प व्यवस्थापन कक्षातील अवधकाऱ्याांचे / कमणचाऱ्याचे लघुलेखन घेणे. • दूरध्वनी स्वीकारणे / करणे. • वररष्ठ अवधकारी यांनी सांवितलेली सवाकामे करणे.

Nanaji Deshmukh Krishi Sanjivani Project 2.0	
5) Project Assistant (HR)	**No. of Post : 4**
Admin Branch	

Minimum Educational Qualification -

- A Bachelor's Degree in any discipline from a recognized institution or university.

Required Experience -

- Minimum 1 year of work experience in the relevant field in a government/semi-government office or a private organization is essential.

Duties and Responsibilities -

1. Handle all establishment matters concerning the officers and staff of the Project Management Unit (PMU).
2. Coordinate with the Procurement Branch for the selection of an agency to provide the necessary manpower to work in the PMU and the project's field offices.
3. Organize interviews with candidates (with the permission of seniors) and coordinate with the manpower supply agency to procure the necessary human resources to work in the PMU and at the field level.
4. Issue office orders and circulars as per the instructions given by seniors.
5. Submit various proposals received from the Ministry to seniors.
6. Maintain an account of postal stamps and purchase stamps through the GPO (General Post Office) as required, and arrange for their payment.
7. Coordinate with the Procurement Branch for the purchase of essential items for the project office, such as furniture, photocopy machines, electrical equipment, and similar supplies.
8. After the purchase of essential items (furniture, photocopy machines, electrical equipment, etc.) is complete, to apply Unique Numbering to them, record them in the fixed asset stock register (Jadsangraha Satha Nondvahi), and arrange for their payment.
9. Arrange for Annual Maintenance Contracts (AMC) for the upkeep and repair of purchased items (furniture, photocopy machines, electrical equipment, etc.) with the help of the Procurement Branch as needed, and arrange for their payment.
10. Carry out the annual renewal of the lease agreement for the rented space of the Project Management Unit.
11. Arrange for the payment of all administration-related bills of the Project Management Unit.
12. Arrange for vehicles for the officers in the project office and for the officers/employees visiting various field offices for project work, and arrange for their payment.
13. Coordinate with the Procurement Branch for the appointment of an agency to provide the aforementioned vehicles.
14. Perform duties assigned by seniors from time to time.

Nanaji Deshmukh Krishi Sanjivani Project 2.0	
6) Project Assistant (Procurement)	**No. of Post : 1**
Procurement Branch	
Minimum Educational Qualification- • A Bachelor's Degree in Finance, or Business Management, or Commerce from a recognized institution or university.	
Required Experience- • Minimum 1 year of work experience in the Procurement sector in a government/semi-government office or a private organization is required. • Must have completed the World Bank's CPPP and CPCM training. • Must be proficient in using the World Bank's STEP system.	
Duties and Responsibilities- 1. Prepare necessary official notes (office memos/minutes) and PowerPoint Presentations related to the procurement process. 2. Compile the compliance reports for objections raised during the procurement audit. 3. Prepare and provide reports related to the procurement department to the Procurement Expert. 4. Assist the Associate Procurement personnel in resolving procurement-related complaints. 5. Properly maintain and preserve all procurement-related documents and files. 6. Coordinate with the District-level Procurement Expert regarding procurement work. 7. Perform duties assigned by the superiors from time to time.	

7)कार्यालयीन सहायक(Executive Assistant)

Minimum Educational Qualification - Any Graduate. Preference will be given to candidates having graduation / post-graduation in Computer Science or computer Application. Typing speed with 40 wpm in English and 30 wpm in Marathi is desirable
Required Experience - Exp in Yrs : 3 Experience preferred in govt department
िर्तव्ये व जबाबदा-या - • विभागाच्या सर्व नस्ती हाताळणे. • पत्रव्यवहार, अहवाल, सादरीकरण याचे प्रारूप तयार करणे. • मंजुरीनुरूप पत्रव्यवहर संबंधित कार्यालयांना अग्रेषित करणे. • व्यवस्थापकीय संचालक यांनी वेळोवेळी दिलेल्या जबाबादऱ्यापार पाडणे.

8)बहुकार्य कर्मचारी(Multitasking staff)

Minimum Educational Qualification - Minimum 10th Pass or Higher Preferred candidate with language
Required Experience - Exp in Yrs : 3 Experience preferred in govt department
िर्तव्ये व जबाबदा-या - • कोषागारास द्यावयाची देयके, पत्रे इत्यादी संबंधी कामकाज व प्रत्यक्ष ने- आण करणे. • प्रकल्प कार्यालयाची साफसफाई व गृह व्यवस्थापनास मदत करणे. • प्रकल्पातील कर्मचाऱ्यांची सांगितलेली कामे पार पाडणे. • कार्यालयीन व्यवस्थापनाशी निगडीत बाबीं विषयक कामे पार पाडणे. • व्यवस्थापकीय संचालक यांनी वेळोवेळी दिलेल्या जबाबादऱ्यापार पाडणे.

Nanaji Deshmukh Krishi Sanjivani Project 2.0
9) Peon / Messenger **No. of Post : 5** **Project Management Unit**
Minimum Educational Qualification - • The candidate must have passed a minimum of the 12th standard.
Required Experience - • A minimum of 1 year of relevant work experience in a government/semi-government office or a private organization is required
Duties & Responsibilities - 1. Handle tasks related to bills, letters, etc., to be submitted to the Treasury and personally delivering and retrieving them. 2. Clean and maintain the project office. 3. Open and close the office at the prescribed office hours. 4. Carry out official work assigned by the project officers/staff. 5. Perform the responsibilities assigned by the Project Director and Project Deputy Director from time to time.

Nanaji Deshmukh Krishi Sanjivani Project 2.0
10) Project Specialist-Procurement **No. of Post: 21**
Office of Project Director (ATMA)
nimum Educational Qualification - • A degree or postgraduate degree in Commerce from a recognized institution or university.
quired Experience - • A minimum of 1 year of experience in the field of procurement is required in a government/semi-government office or a private organization. **eference -** • Preference will be given to candidates with knowledge of Microsoft Office, Gemini, Copilot, and ChatGPT applications, as well as functional knowledge of AI programs
ties & Responsibilities - 1. Implement the procurement process as per the project guidelines and preparing the corresponding reports. 2. Prepare the plan as per the project's approved Procurement Manual and submitting it to the PMU (Project Management Unit). 3. Assist FPOs/FPCs/SHGs/GKVSs (Farmer Producer Organizations/Companies, Self-Help Groups, Village Agricultural Development Committees) in resolving issues encountered while implementing the procurement process. 4. Organzie a minimum of 2 training programs per month for FPOs/FPCs/SHGs/GKVSs. 5. Enter and keep procurement-related information updated on the project's PMIS (Project Monitoring Information System). 6. Prepare a compliance report to address the objections raised during the procurement audit and submitting it to the auditors as well as the senior office. 7. Prepare necessary notes, reports, and minutes for procurement-related work. 8. Fulfil other related responsibilities assigned by the superiors from time to time.

Nanaji Deshmukh Krishi Sanjivani Project 2.0
11) Project Accounts Assistant **No. of Post : 21**
Office of District Superintendent of Agriculture Officer
Minimum Educational Qualification - • A Post-Graduate Degree in Commerce or equivalent degree from a recognized university. • Computer knowledge is required and a proficiency certificate in Tally ERP is necessary.
Required Experience - • 3 years of experience is required in the field of accounting, auditing, and finance in a government/semi-government office or a private organization.
Duties & Responsibilities - 1. Handle matters related to the preparation of the budget for the District Office and all Project Implementing Agencies in the district. 2. Allocat of budgetary funds to the Project Implementing Agencies in the district. 3. Draw the salaries of staff at the District Office. 4. Make third-party payments for the District Office. 5. Handle matters related to the project's financial reports. 6. Examine the expenditure of project activities in the district. 7. Look after matters related to the project's internal audit and external audit. 8. Prepare the project's annual accounts. 9. Submit the Utilization Certificate to the Government and the office of the State Accountant General. 10. Submit the consolidated IUFR (Interim Unaudited Financial Report) to the Project Management Unit (PMU). 11. Preserve financial records at the district level. 12. Fulfil other related responsibilities assigned by the District Superintendent Agriculture Officer and the Project Management Unit (PMU).

Nanaji Deshmukh Krishi Sanjivani Project 2.0	
12) Project Accounts Assistant	**No. of Post: 21**
Office of Project Director (ATMA)	

nimum Educational Qualification -

- A postgraduate degree in Commerce or equivalent degree from a recognized institution or university.
- Computer knowledge is required and a proficiency certificate in Tally ERP is necessary

quired Experience -

- 3 years of experience is required in the field of accounting, auditing, and finance in a government/semi-government office or a private organization

ties & Responsibilities-

1. The Project Accounts Assistant will be responsible for the following accounting and finance-related matters at the ATMA (Agricultural Technology Management Agency) office and will assisting the Project Director in carrying out their day-to-day work.
2. Manage related to the preparation of the budget for the ATMA office.
3. Process and make payments of third-party bills for the ATMA office.
4. Handle matters related to the project's financial reports.
5. Monitor the expenditure of project activities within the ATMA office.
6. Look after matters related to the project's internal and external audit.
7. Prepare the project's quarterly and annual reports.
8. Conduct monthly bank reconciliations.
9. Submit the Utilization Certificate (UC) to the government.
10. Submit the IUFR (Interim Unaudited Financial Report) to the Project Management Unit (PMU).
11. Preserve financial records at the ATMA office.
12. Fulfil other related responsibilities assigned by the Project Director, ATMA, and the Project Management Unit (PMU).