

Basic Qualification, Experience, Key responsibilities and Remuneration for the Posts of State Technical Support Unit (STSU)

Sl. No.	Verticals	Educational Qualification	Experience	Key Responsibilities	Remuneration (Rs./Month)
1	2	3	4	5	6
1	State Technical Support Unit Head (1 Post)	M.Sc. Agriculture with MBA/ Masters in Agri-business management	<p>Essential Ten or more years of experience of Program/project manager, Knowledge of statistical sampling procedure and analysis</p> <p>Desirable Experience of working with Central and/or State Governments/ international agencies/ on similar assignments will be preferred. Experience in Project Management software</p>	<ol style="list-style-type: none"> 1. Manage and supervise the consultant team to ensure quality outputs. 2. Responsible for planning, coordinating, implementing and monitoring the activities of the project. 3. Ensure 100% delivery against planned project results and financial delivery targets in the work plan. Closely track slippage against work plan and take corrective actions 4. Develop overall project annual work plan and critical results in consultation with PMUs, monitor activities of the Project and ensure accurate and timely reporting to the State 5. Undertake review meetings with partners and field visits to track progress made in implementation of the project and take corrective action as required 6. Review quality and consistency of reports and deliverables by partner institutions/ responsible parties including financial reports from all project partners 7. Facilitate and participate in the periodic review meetings and discussions related to project implementation, monitoring and follow-up 8. Provide inputs to Monitoring and evaluation officer 	70,000/-

1					6
2	<p>Program Co-ordinator (1 Post)</p>	<p>Master's degree in Statistics/ Economics or equivalent</p>	<p>4</p> <p>Essential</p> <ul style="list-style-type: none"> • Five or more years of demonstrable experience in insurance business/ program management/ monitoring and evaluation. • Leadership skills to manage various stakeholders <p>Desirable</p> <p>Experience of working with Central and/or State Governments will be preferred</p>	<p>5</p> <ol style="list-style-type: none"> 1. Collate and analyse data related to cultivated areas, production and yield of key crops, types of soils, percentages of agriculture under irrigation and rainfed, vulnerability of crops to weather and climate risks, farming system and types, and income levels of farmers 2. Develop a databases on crop insurance Underwriting and claims, Crop Premium Subsidy Management, Digitized Land Record database, Notified Crop, Premium rates and coverage; CCE yield dataset etc that can process and generate reports to monitor insurance take-up and supervise insurance operation 3. Managing co-ordination of all stakeholders especially during CCE, notification, bidding processes, claim validation, etc. 4. Will assist State TSU head in coordination and following up with all stakeholders 5. Develop State's own database system to improve financial monitoring and reporting capacity 6. Foster partnerships with key national and State government departments, private insurance companies, farmers organisations and relevant technical institutions working on agriculture insurance and related issues 7. Perform any other tasks consistent with the level of the post and/ or assigned by the Reporting Officer; Head – STSU; Principal Secretary, DoAC&FW 	<p>50,000/-</p>

1	2	3	4	5	6
3	<p>Communication Officer (1 Post)</p>	<p>Master's degree in Communications/Journalism/ Agriculture Extension/Rural management/ media/public relations (Full time) from a reputed university</p>	<p>Essential Atleast 5 years' experience at the State or national level in development sector as a communications professional. Knowledge of communications and social media. Proficiency in local and English language is a must Desirable Experience of working with Central and/or State Governments/ international agencies/ on similar assignments will be preferred</p>	<p>1. Developing and/or replicating targeted knowledge products & materials in regional language and best practice documentations 2. Promote and disseminated advocacy materials for PMFBY initiatives, products and related publications 3. Design and implementation of digital media strategies including social media platforms 4. Identification and synthesis of best practices and lessons learned from across States 5. Documents and analyses innovative strategies and new approaches 6. Monitor and evaluate the appropriate and timely dissemination of communication material to target audiences and impact of the same 7. Provision of newsworthy information to national public and relevant stakeholders 8. Strengthen the online presence of PMFBY in the State 9. Facilitate and organise training programmes and workshops to disseminate the information on PMFBY 10. Ensured access and networking with journalists and media agencies at State level. 11. Conduct communication research and create response feedback mechanisms 12. Drafting/Production of regular updates, press briefings, infographics, presentations for the State Government. 13. Preparing periodic reports of departmental activities</p>	<p>40,000/-</p>

1	2	3	4	5	6
4	<p>Capacity Building Officer (1 Post)</p>	<p>Masters in Rural Management Studies or Rural development/ Agriculture extension</p>	<p>Essential At least 5-6 years of experience in preparation of training material and imparting training to officials in implementing developmental projects; Excellent communication and documentation skill, and knowledge of application of different communication media. Proficiency in local and English language is a must.</p>	<p>1. Conducting Training need assessment 2. Strengthening of CCE through education and training programs to officials of concerned stakeholders 3. Undertake extensive visit to State offices to provide both implementation and monitoring support to State Government for effective implementation of PMFBY 4. Developing manuals and training materials for various stages of implementation of PMFBY 5. Training of staff of State government, banks and insurance companies using the manuals developed 6. Make logistical arrangements for conducting the baseline survey and collecting information</p>	<p>50,000/-</p>
5	<p>IT and MIS Specialist (1 Post)</p>	<p>B. Tech IT/ M.Tech. IT/M.Sc. Tech from a reputed University</p>	<p>Essential Minimum 5 years of experience in the IT sector with reputed organisations in independently developing and maintaining IT /web based database platforms Desirable Relevant Experience at the State level working with Governments and insurance sector.</p>	<p>1. Update the system/portal on a regular basis (daily, monthly/seasonal and annual) and generate summary reports and statistics for management at Centre levels 2. Preparations and updating master sheets, notification, 3. Collating data from various sources and sending to centre, 4. Solve data entry issues from bank, data entry issues by ICS, bank entry issues, CCE app related issues, etc. 5. Computer system management</p>	<p>35,000/-</p>

1	2	3	4	5	6
6	<p>Data Analyst (1 Post)</p>	<p>Master's degree in fields like math, statistics or computer science</p>	<p>Essential Minimum 5 years of relevant experience in use of statistical data analysis software/ Experience of working with Central and/or State Governments/ international agencies/ on similar assignments will be preferred. Desirable Relevant Experience at the State or national level working with Governments and private entities in the insurance sector. Knowledge of big data analysis</p>	<p>1. To design, develop and maintain a data base of relevant statistics in order to collate and disseminate credible information, analysis and report on the social economic and environmental development 2. Report on the identification of key indicators, quality assessment of the indicators 3. Analyse and review the data to support M & E specialist 4. Continuous compilation and updating of relevant data 5. Assist in data collection and information gathering to support PMFBY 6. Coordinate the creation and updating of the database. 7. Contribute to data validation policies and procedures 8. Support to the relevant stakeholders to provide necessary inputs to the reporting required, review existing and incoming data and metadata accuracy, usefulness, quality and completeness to facilitate consistent and harmonized datasets. 9. Develop concise, well-thought out reports and presentations that serve to other faculties 10. Conduct quantitative and qualitative analysis in support of policy recommendations 11. Synthesize data and trends research to develop strategic insights to inform the development of external communications and public advocacy</p>	<p>50,000/-</p>

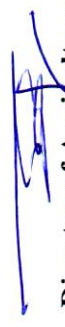
1	2	3	4	5	6
7	<p>Monitoring and evaluation Specialist (1 Post)</p>	<p>M.Sc. Agriculture/ Masters in Social Science/Statistics with MBA</p>	<p>Essential Minimum 4 years of experience in M&E assignments Excellent Data analysis and Report writing skill Desirable Experience of working with State Governments or agencies on similar assignments will be preferred</p>	<p>1. Monitor implementation of the M&E systems on a seasonal and annual basis 2. Develop and implement various standard monitoring protocols (including questionnaires and survey designs) for research studies, and third party assignments 3. Develop proposals for conducting base line studies, process review, monitoring and evaluation studies and impact assessment studies for various stakeholders 4. Conduct monitoring and evaluation activities for each project component, including social perspectives, field visits, review and analysis of performance, and internal project reviews with stakeholders 5. Manage field based data collection 6. Preparation of special M&E studies as identified by government 7. Supervise data management and analysis in the required software 8. Provide Consultation and provide input in synthesizing a process for utilizing baseline information in documentation 9. Conducting Knowledge Attitude Practices Surveys (KAP) 10. Determine the views of potential farmer clients regarding PMFBY and WIBCI, including assessment of the affordability of insurance and willingness to pay the premiums 11. Giving feedback related to PMFBY products from the farmers and other implementing partners to help refine the services and implementation</p>	<p>50,000/-</p>

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8	Horticulture Expert (1 Post)	B.Sc. Agriculture/Horticulture followed by M.Sc.in Horticulture/ Agronomy/ Agrometeorology	Essential 5-6 years of experience in Agricultural/ horticultural field data collection. Desirable Applications of Remote Sensing & GIS and acreage and yield estimation of agricultural crops Experience of working with State Governments or agencies on similar assignments will be preferred	1. Field inspection especially in cases of calamities and contradictions to all affected Insurance Units 2. Assist the Centre in conducting remote sensing studies of the State, crop yield estimation and crop loss assessment 3. Assist in coordination and supervision of CCEs 4. Function as agronomist/horticulturist, advise the State regarding the insurance cycle with respect to crop calendars of various zones 5. Close liaison with State remote sensing centers, universities and other organisations doing research into technology application in agriculture for crop damage and yield estimation 6. Collate weather data from various sources 7. To establish correlation between yield and weather parameters to help in designing of better weather insurance products, standardization & benchmarking of products etc. 8. Other role & responsibilities as assigned by the State coordinator	40,000/-
9	Clerk (1 Post)	Any Graduate with computer efficiency	5 years or more of experience. Experience of working with Central and/or State Governments/ international agencies/ on similar assignments will be preferred.	Perform general office clerical work, including customer service, basic word processing, data entry, filing and organizing and related work, grievance registration	20,000/-

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10	Data Entry operator (1 Post)	Any Graduate with computer efficiency	<p>Essential 3-4 years experience in data entry, good knowledge of computers and Internet, Good IT skills, Knowledge of Advanced Excel, Tags, HTML, Good Typing speed</p> <p>Desirable Experience of working with Government, e-governance or in insurance sector</p>	<p>1. Collect all the necessary data to be entered and updated in the system from different verticals. 2. Enter data available from other sources such as web sites, project documents & financial report and other data available 3. Identify and check for any ambiguity, discrepancies, duplication or gaps in the collected data discussing with concerned staff and officials before entering into the system. 4. Ensure the regular entry and updating of the collected data into the system maintaining integrity of data originally collected from sources. 5. Play the key role during the initial phase of collecting, preparing and entering backlog data into the system.</p>	20,000/-

1	Permanent or Temporary	Temporary
2	Working Place	Department of Agriculture, Sheshadri Raod, Bengaluru-01
3	Contact Telephone No. & e-mail I.D.	080-22074188 stsuaagri2020@gmail.com

Note: Consultants will be engaged on contract basis on payment of fixed remuneration as mentioned above. No other allowances shall be payable


Director of Agriculture