



**GOVERNMENT OF ASSAM**  
**অসম ৰাজ্যিক গ্ৰামীণ জীৱিকা অভিযান**  
**ASSAM STATE RURAL LIVELIHOODS MISSION**  
*(Department of Panchayat and Rural Development)*  
 SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM -781037



Dated: 14/05/2025

No. ASRLM/LH/CBBO-Rec/5240/2023-24/122

**ADVERTISEMENT**

Assam State Rural Livelihoods Mission Society (ASRLMS) has been empaneled as a Cluster Based Business Organization (CBBO) under the scheme- Formation and Promotion of Farmer Producer Organizations (FPOs) under 10k FPO program. A dedicated project team of the required domain experts and other required technical and supporting staff shall be engaged by ASRLMS for the said activities. The Tenure of Engagement of all the posts is till the project period, subject to annual renewal, based on satisfactory performance of the incumbents. The tenure may be extended, subject to continuation of the project engagement and discretion of authorities. **The engagement will be dedicatedly for this project only and later on it will not be absorbed into other schemes/project under ASRLMS.**

Online Applications are invited for engagement of following professionals, on contractual basis in Cluster Based Business Organization (CBBO)- Assam State Rural Livelihoods Mission Society (ASRLMS), for implementation of 10k FPO program, a flagship program of Ministry of Agriculture & Farmers' Welfare, Government of India.

Sl. No.	Positions	Post Code	Age (years)	Level	No. of Vacancies	Reservation Category			Qualification	Experience	Salary (Rs. Per Month)
							PwBD	RFW			
1	Domain Expert- Law & Accounts	616	Not more than 40	State	1	UR	0	0	M.Com/ Chartered Accountant/ Company Secretary. Preference will be given for LLB as an additional qualification.	5+ years of experience out of which 3+ years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc. Computer Skills: Proficiency in Microsoft Office software including in MS Word, MS Excel, MS Power Point etc.	42,000/-
2	FPO Coordinator	617	Not more than 40	Dist.	5	UR-3, OBC/ MOBC-1, SC-1	0	2	Graduation preferably in Rural Development/ Social Work/ Agribusiness/ Agriculture from a recognized University/ Institute. Additional Diploma in Rural Development/ Social Work from a recognized University/ Institute will be an added advantage.	3+ years of experience in working with SHGs/ Producers Groups/ FPOs and their federations. Proven track record in implementing schemes pertaining to promotion of agribusiness activities via Community Institutions such as FPOs/ Cooperatives.	25,000/-



**State Mission Director**  
**Assam State Rural**  
**Livelihoods Mission Society**

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**Abbreviations used:** UR – Unreserved; OBC – Other Backward Class; MOBC – More Other Backward Class; SC – Scheduled Caste; PwBD – Persons with Benchmark Disabilities; RFW – Reserved for Women.

1. The applicants should fill in all relevant portion of the online application format. Candidates **must** submit relevant testimonials (mark sheets, experience certificates, age proof, etc.) along with online application. Those who qualify in written test will be short listed and called for document verification on a later date. Candidates who fail to submit required documents during the time of verification or do not possess the required qualification or experience, their application will be rejected even if they qualify in written test and no further communication will be entertained from them. Candidates are, therefore, advised to **ensure their own eligibility before applying for a particular post.**
2. The link for Online Application is <https://asrlm.algozasolutions.com>, which will be active from **11.00 am of 19<sup>th</sup> May, 2025** and will remain active till **11.59 pm of 16<sup>th</sup> June, 2025**. No communication in respect of submission of Online Application will be entertained once the submission date is over. **Mode of Application is Online only.**
3. Cut-off date for the purpose of calculation of age shall be **01/01/2025 (1<sup>st</sup> January, 2025).**
4. Cut-off date for the purpose of calculation of experience shall be **01/05/2025 (1<sup>st</sup> May, 2025).**
5. **Relaxation in maximum age: SC/ST(P)/ST(H) candidates – 5 years; OBC/MOBC candidates – 3 years; PwBD candidates – 10 years.**
6. The short-listed candidates after written test shall have to appear for Personal Interview for which no TA/DA shall be paid.
7. **Five (05) candidates in order of merit will be called for Personal Interview against each vacancy.**
8. Incomplete application shall be rejected without giving any information.
9. Initially, this engagement will be for one year. Based on performance and requirement of the CBBO-ASRLMS, contract may further be extended, subject to satisfactory performance.
10. Assam State Rural Livelihoods Mission Society reserves the right to cancel this recruitment drive in the event of any exigent situation.
11. For any other updates, the candidates are advised to **visit the official website regularly.**



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Dated: 14/05/2025

No. ASRLM/LH/CBBO-Rec/5240/2023-24/124

**Terms of Reference (ToR) for engaging Professionals in Cluster Based Business Organization (CBBO)- Assam State Rural Livelihoods Mission Society (ASRLMS) under the scheme- "Formation and Promotion of Farmer Producer Organizations (FPOs)"**

**A. Background:**

Assam State Rural Livelihoods Mission Society (ASRLMS) is an autonomous body formed under the Panchayat and Rural Development Department, Govt. of Assam and registered under Societies Registration Act, 1860. It has been designated by Govt. of Assam to implement the Deendayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM) as well as the Deen Dayal Upadhyaya - Grameen Kaushalya Yojana (DDU-GKY) – a programme for skill development and livelihoods opportunities for rural in the state.

ASRLMS has been set up with the aim to reduce poverty among rural BPL families through building strong grassroots institution of the poor. ASRLMS has multi-pronged approach to strengthen livelihoods of the rural poor by promoting women SHGs, providing skill development and placement for youth for wage-based occupations in different private/business organizations and imparting self-employment-oriented training through banks.

Aajeevika – National Rural Livelihoods Mission (NRLM) was launched by the Ministry of Rural Development (MoRD), Government of India, in June 2011. The Mission aims at creating efficient and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihoods enhancements and improved access to financial services.

The Placement Linked Skill Development Training Program - Deen Dayal Upadhyaya - Grameen Kaushalya Yojana (DDU-GKY) in Assam is also being implemented by ASRLMS to cater to the challenges of creating a large number of Skill development and livelihood opportunities for the rural poor, occupational aspirations of the rural youth and to increase the income levels of rural poor in the State. ASRLMS is implementing NRLM in a phased manner. NRLM is being implemented in all 34 districts covering all 219 blocks of Assam.

**B. Objective of the engagement: -**

Department of Agriculture Cooperation & Farmers' Welfare (DAC&FW), Government of India (GoI) has launched the scheme- "Formation and Promotion of Farmer Producer Organizations (FPOs)" to promote 10,000 new FPOs in the country by 2023-24.

Foundation for Development of Rural Value Chains (FDRVC), a special purpose vehicle of MoRD, GoI for value chain intervention and formalization of community institutions has been designated as an Implementing Agency (IA), to promote FPOs allocated to the Ministry of Rural Development (MoRD), GoI under the scheme.

  
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**Assam State Rural Livelihood Mission Society (ASRLMS)** will be acting as Cluster Based Business Organization (CBBO) under the scheme to form and nurture the FPOs. A dedicated project team of the required domain experts and other required technical and supporting staff shall be engaged by ASRLMS for the said activities. For this purpose, **Assam State Rural Livelihood Mission Society (ASRLMS)** invites applications from eligible candidates for contractual engagement of following categories of Technical and Supporting Staff. Tenure of Engagement of all the posts is till the project period, subject to annual renewal, based on satisfactory performance of the incumbents. The tenure may be extended, subject to continuation of the project engagement and discretion of authorities.

**C. Role of the Cluster Based Business Organization (CBBO):**

In January 2023, ASRLMS has been empaneled as a CBBO (Cluster Based Business Organization) for implementation of the 10k FPO scheme of the Ministry of Agriculture & Farmers' Welfare (MoA&FW), GoI. The roles of ASRLMS as a CBBO are mentioned below:

1. Support in the implementation of the programme as suggested by the NPMA and as per Scheme guidelines.
2. Support Implementing Agency (IA) in cluster identification.
3. Support in community mobilization - baseline survey, cluster finalization, value chain study, formation of groups and FPO and assist in their periodic meetings.
4. Registration of FPOs and Training of BODs on roles, responsibilities, management and also capital/ equity mobilization.
5. Training and capacity buildings of FPOs/farmer groups- Training needs identification, develop training modules, conduct basic training workshops and exposure visits.
6. Encourage and promote social cohesiveness amongst members of FPOs.
7. Preparation and execution of Business Plans for long-term sustainability of FPO- Business plan preparation (for different incubation services), acquiring land, mobilizing equity capital and implementation of Business Plan while assisting in input management, adoption of proper and good agricultural practices through knowledge sharing, aggregation of produce, quality management, assaying, processing, packaging, supply chain development and marketing and market linkages with buyers/processors/exporters, trading, export etc. as may be necessary to ensure long-term sustainability of FPOs.
8. Support in regular interface with stakeholders like various Government Departments, Financial Institutions, Training, Research and Development Institutions at the cluster level.
9. Support FPOs in availing Equity Grant and Credit Guarantee Facility as per need and growth.
10. Incubation/handholding services for sustainability - Provide support and monitoring in terms of incubation activities; capacity building of BODs and FPO management for sustainability. The incubation/handholding services include ensuring input, market linkages, preparing and implementing related business plans.
11. Facilitate establishment of necessary common pool production, marketing and processing infrastructure facility by the FPO, as may be necessary, to develop the business for long-term viability.
12. Facilitating traceability, compliance and global market connectivity.





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13. Review and monitoring of the field team during implementation as per desired outcomes.
14. Support in communication and dissemination of information to farmers by way of market and crop advisory.
15. Progress report on all specified target activities to be submitted periodically to the NPMA.
16. Ensuring programme/project targets are met.
17. Support in compliance issues of FPO including their capacity building in the subject.
18. Support NPMA and Implementing Agency in data collection and generating MIS reports/information in the required data sheets.
19. Support Implementing Agency and NPMA in rating of FPOs as may be necessary.
20. Support in federating FPOs when necessary for business growth and expansion.
21. Support FPO in proper financial management and utilization of fund and accounting and timely submission of returns and certificates.
22. Any other activity related to implementation, management and monitoring of the project.
23. An advisory body consisting of various stakeholders including state government representative, NGOs, RIs, KVKs or any other support institutions will provide active guidance over project implementation.

**D. Engagement Description:**

**i) Domain Expert- Law & Accounts- 1(One)**

Location	Guwahati, Assam.
Roles	To support registration of FPOs and handle compliances of FPOs pertaining to Governance and Business.
Reporting	State Mission Director, ASRLMS or designated officer authorized by SMD, ASRLMS.



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Key Responsibilities	<ul style="list-style-type: none"> <li>Coordinating application to ROC and follow-up action for registration of FPO to be managed by external expert/ CA firm.</li> <li>Coordinating Post Incorporation- Immediate Statutory Compliances of FPO.</li> <li>Ensuring statutory compliance of FPOs pertaining to governance; such as- AGM, BOD meetings, BOD elections, engaging expert director etc. as per ROC norms and are diligently followed and maintained.</li> <li>Ensuring statutory compliance of FPOs pertaining to business; such as- obtaining and renewing business specific licenses/permissions, finalizing annual accounts and fulfilling audit formalities, filing GST and income tax return with tax authority, filing annual accounts and annual return with ROC etc. and due reporting thereof is diligently followed and maintained.</li> <li>Ensuring recording of day-to-day business transactions of FPOs are done in designed accounting software/tool with support from Accountant-FPO.</li> <li>Ensuring co-ordination with auditors for UTC's and other compliances of FPO for project fund management is diligently maintained as per defined SOP's and protocols.</li> <li>Any other task assigned by reporting officer.</li> </ul>
Qualification	M.Com/ Chartered Accountant/ Company Secretary. Preference will be given for LLB as an additional qualification.
Experience	<ul style="list-style-type: none"> <li>5+ years of experience out of which 3+ years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc.</li> <li>Computer Skills: Proficiency in Microsoft Office software including in MS Word, MS Excel, MS Power Point etc.</li> </ul>
Remuneration	Rs. 42,000/- per month.
Age	Candidate should not be more than 40 years as on 1 <sup>st</sup> January, 2025.



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**ii) FPO Coordinator- 5 (Five)**

Location	Identified Districts to be covered (Each FPO Coordinator to support 7 FPOs as allocated).
Roles	Manage formation, capacity building, governance and business processes of FPOs.
Reporting	State Mission Director, ASRLMs or designated officer authorized by SMD, ASRLMs.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Mobilizing farmers &amp; forming women collectives.</li> <li>• Identifying BODs &amp; 1<sup>st</sup> subscribers &amp; collecting due documents for application to ROC for FPO registration.</li> <li>• Collecting share fee and issue share certificates.</li> <li>• Organizing BOD meetings and elections and AGMs.</li> <li>• Coordinating capacity building training and exposure visit of FPOs.</li> <li>• Manage recruitment and training of FPO staff.</li> <li>• Aligning resources for starting FPO business activities.</li> <li>• Supervising day-to-day business activities of FPO.</li> <li>• Collecting data on FPO activities.</li> <li>• Ensuring FPOs are qualified and apply for equity grant, credit guarantee fund and composite loan from formal lending institutions.</li> <li>• Any other task assigned by reporting officer.</li> </ul>
Qualification	Graduation preferably in Rural Development/ Social Work/ Agribusiness/ Agriculture from a recognized University/ Institute. Additional Diploma in Rural Development/ Social Work from a recognized University/ Institute will be an added advantage.







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Experience	<ul style="list-style-type: none"> <li>3+ years of experience in working with SHGs/ Producers Groups/ FPOs and their federations.</li> <li>Proven track record in implementing schemes pertaining to promotion of agribusiness activities via Community Institutions such as FPOs/ Cooperatives.</li> </ul>
Remuneration	Rs. 25,000/- per month.
Age	Candidate should not be more than 40 years as on 1 <sup>st</sup> January, 2025.

**E. Duration of Contract, Exit Policy, etc:**

- The duration of the assignment will be till the project period. Further extension based on satisfactory performance may be considered. The contract management shall be done as per the ASRLMS & CBBO rules.
- The Engagement of the Domain Experts and FPO Coordinators is only limited to the project duration as mentioned above.
- Domain Experts and FPO Coordinators are not employees of ASRLMS, they will be engaged only for the implementation of 10k FPO scheme as ASRLMS being the Cluster Based Business Organization (CBBO).
- The contract with Domain Experts and FPO Coordinators may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to ASRLMS. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond contract period. The Govt. of Assam/ASRLMS shall not undertake any responsibility for subsequent deployment of the incumbent.
- The Domain Experts and FPO Coordinators shall not assign or sub-contract, in whole or in part, his/her obligations to perform under this ToR.
- The Domain Experts and FPO Coordinators will have to serve the assigned office on full time basis under overall command of State Mission Director. During the assignment period the Domain Experts and FPO Coordinators may be transferred to any other office of the Project either at HQ (Guwahati) or in the districts.

**F. Remuneration, Payment, Terms and Leave etc:**

- The consolidated fixed remuneration of the Domain Experts and FPO Coordinators as mentioned.
- The provisions of leave would be as per provisions of designated leave of ASRLMS officials.



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3. No other payment whatsoever (except reimbursement of official travelling expenses) shall be made, except as agreed with the Domain Experts and FPO Coordinators by the Project.
- G. Travel and logistic:-** Arrangement will be made by ASRLMS for travel to district offices, in case office vehicle is not available, Domain Experts can hire a vehicle which will be reimbursed as per following rates below.

Sl. No.	Key Position	For Transportation (Not applicable for use of office vehicle)	For Accommodation	For Refreshment (Per Diem Allowance)	Remarks
1	Domain Expert	For Hired Vehicle. (Rs. 1500/- per day excluding Fuel)	Upto Rs. 1800/- per day within Assam and Rs. 3500/- per day outside Assam.	Rs. 850/- per day within Assam and Rs. 1250/- per day outside Assam.	On Actual Submission of Bills. Domain Experts should intimate to ASRLMS about his/her field visit before commencement and get prior approval from the concerned authority.
2	FPO Coordinator	For Hired Vehicle. (Rs. 1500/- per day excluding Fuel)	Upto Rs. 1800/- per day within Assam and Rs. 3500/- per day outside Assam.	Rs. 850/- per day within Assam and Rs. 1250/- per day outside Assam.	On Actual Submission of Bills. FPO Coordinators should intimate to ASRLMS about his/her field visit before commencement and get prior approval from the concerned authority.

**Note:-** In case of posting of FPO Coordinators at Reporting & Supporting Districts, Fixed Travel Allowance as per ASRLMS norms will be payable to them and it may be noted that Transportation, Accommodation and DA rate will not be applicable. Whereas, in case of trainings/ exposure visit/ travel to the State office (SMMU) for reviews, etc. and outside State, the above Travel & Logistic norms shall be applicable.

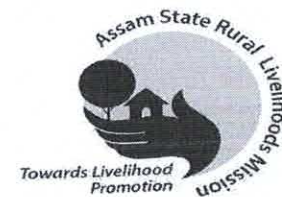
**H. Data, Services and Facilities to be provided by the ASRLMS:**

All the necessary information, data, reports and other documents needed for the assignment will be provided by ASRLMS. The Domain Experts and FPO Coordinators would be given access to all documents, correspondence and any other information relating to the project and deemed necessary for carrying out his/her work. ASRLMS would provide necessary liaison with BMMUs and DMMUs to facilitate the work smoothly. The Domain Experts and FPO Coordinators shall maintain confidentiality at all times and they





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shall not disclose or use any confidential information gained in the course of work/ association with ASRLMS for personal gain or for the advantage of any other person/ organization.

**I. Performance Review:**

The Domain Experts and FPO Coordinators will report to the State Mission Director, ASRLMS or designated officer authorized by SMD, ASRLMS. The quality of service and performance of the Domain Experts and FPO Coordinators will be reviewed by the SMD on a quarterly basis.

Notes:

1. SMD, ASRLMS reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.



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