

Department of Agriculture  
Govt. of Bihar

**AGRICULTURAL TECHNOLOGY MANAGEMENT AGENCY  
(ATMA), KAIMUR**

**Diploma in Agricultural Extension Services for Input Dealers  
(DAESI)**

**Expression of Interest for Contractual Appointment of Facilitator  
under DAESI Programme (Reference for Proposal)**

1. Introduction – National Institute of Agricultural Extension Management (MANAGE) has designed a one year diploma course titled "Diploma in Agricultural Extension Services for Input Dealers (DAESI)" which imparts relevant and location specific agricultural education to equip the input dealers with sufficient knowledge to transform them into para-extension professionals so as to enable them to address the day to day problems being faced by the farmers at field level. The detailed objectives and its operational guidelines have been enclosed as annexure-1 for kind reference.
2. Submission of application – The applications are invited from agri professionals to work as facilitators in ATMA - Kaimur District for organizing DAESI Programme in the prescribed performa enclosed as annexure-2. The performa of application and other details can be seen or downloaded from the website of <https://Kaimur.nic.in>, [www.bameti.org](http://www.bameti.org) and <https://state.bihar.gov.in/krishi/CitizenHome.html> and can be also obtained from the office of Project Director, ATMA, Kaimur during office hour.

The applicant will enclose the following documents with application form.

- ☐ 02 Self attested photographs.
  - ☐ Educational eligibility certificate (Graduate/Post Graduate/Doctorate Degree in Agriculture/ Horticulture)
  - ☐ Additional service in the Department of Agriculture/ State Agriculture University/ State Agriculture College/ Krishi Vigyan Kendra/ICAR/Other State/Central Government Research Stations etc.
  - ☐ Experience in training institute
  - ☐ Experience in field extension
  - ☐ Age Certificate (Matriculation/10th Board certificate)
  - ☐ Caste Certificate (For claiming reservation)
- 2.1 The application should reach in between **03.10.2023 to 17.10.2023** in the office of the Project Director, ATMA, Kaimur by Registered / Speed Post or can be submitted personally/hand-to-hand in the office of Project Director, ATMA, Kaimur.
  - 2.2 If any application is not obtained or not found eligible as per norms prescribed then the Project Director, ATMA, Kaimur will complete the selection procedure by fixing another date average 12 to 15 days before announcement/issuance of the letter with the

approval of concerned District Agriculture Officer-cum-Chairman District Level Selection Committee.

- 2.3 The interview will be called on **31.10.2023 at 01:00 PM** in the chamber of the District Agriculture Officer, Kaimur for Facilitator. If it is not possible to organize the interview for appointment of the facilitator on the above mention date, then District Agriculture Officer -cum- chairman of the constituted committee can fix another date for taking interview by intimating the applicants.

3. Details of post and other descriptions – Its details are given below;

S. No.	Name of the post	No. of post	Fixed Honorarium um	Educational Qualificatio ns	Work experience
1.	Facilitator	01	Rs. 17000/- per month	Graduate/ Post Graduate in Agriculture/ Horticulture	<ol style="list-style-type: none"><li>05 years experience in Agriculture/ horticulture.</li><li>Preference would be given to Agriculture Graduates having an experience of around 20 years in Department of Agriculture/ SAU or KVK with sufficient field experience.</li><li>The candidate should have adequate knowledge about the agricultural activities under taken in the district, experience in organizing training programmes and should be capable of mobilizing input dealers for DAESI programme.</li></ol>

4. Criteria and weightage for selection of Facilitator - The following criteria and weightage for selection of facilitator will be followed by the district level constituted committee -

Sl. No.	Criteria	Weightage
1.	M.Sc. (Agriculture and allied subjects)	4 marks
2.	Doctorate in Agriculture and allied subjects	6 marks

3.	Additional Service (more than 20 years) each year of additional service carry weightage of one	15 marks (max)
4.	Experience in training institute (one mark for each year of service)	6 marks
5.	Experience in field extension (one mark for each year of service)	7 marks
6.	Interview	12 marks
	Total:	50 marks

**Note-** Candidate who will scores more than 50% of total marks i.e. 25 marks will be eligible for selection. The merit list will be prepared on the basis of the scored obtained by the candidates who will get 25 or more marks.

#### 5. Responsibilities of DAESI Facilitator

- Publicity to DAESI programme among input dealers in allotted district.
- Liaison with Agribusiness companies and State Governments for promotion of DAESI.
- Mobilization of input Dealers for the program and collection of input dealer contribution towards course fee (DD) in favour of ATMA.
- Identification of resource persons for sessions and institutes/research stations/ progressive farmers' fields for field visits.
- Organizing Classes on Sundays or on Market Holidays.
- Preparation of location-specific study material.
- Conducting quizzes/practical's/final exam/viva-voce and evaluation.
- Documentation of success stories and data management.
- Coordination with Officials of NTIs, ATMA and SAMETI, as required.
- Maintenance of records and submission of reports.
- Any other activities assigned by NTIs/ATMA.

#### 5.1. Audio-visual Aids: The facilitator should ensure that the selected venue must have the following audio visual aids.

- Computer with internet and web cam and LCD Projector
- Block Board/Chalk, White Board/Markers
- Charts/Posters

#### 5.2. Preparation and supply of study material: It is the responsibility of the facilitator to obtain session-wise study material in advance from the concerned resource persons and distribute the same to the participants before commencement of each session. This material is in addition to the DAESI Course study material supplied at the beginning of the program. The Facilitator should identify the major issues and field problems of the farmers in the district concerned. The Facilitator also needs to prepare/collect location specific technical information from the experts, compile and translate it into local language and distribute the same to the trainees. At least 30 % of the content of the syllabus should be location-specific. Sub-themes to be covered under each topic should be briefed to the resource persons in advance. Any other study materials (Printed/CDs), found relevant, may be purchased and supplied to the input dealers.

- 5.3. **Course Curriculum:** The subjects must be covered in the logical sequence as mentioned in the operational guidelines of DAESI Programme. In order to achieve this, the following procedure has to be adopted by the Facilitator:
- Preparation of date-wise, topic-wise Annual Program Schedule in the logical sequence and submit the same to SAMETI/BAMETI
  - Deploy the Resource Persons accordingly for delivering the sessions.
- 5.4. **Identity cards to the participants:** The Facilitator should arrange to issue identity cards to the participants with the signature of Project Director, ATMA of the respective District.
- 5.5. **Hands on experience:** The Facilitator must ensure coverage of more practical exercises on various topics such as-
- Soil sampling
  - Seed treatment
  - Seed germination test
  - Identification of pests
  - Identification of diseases
  - Identification of nutrient deficiencies etc.
- 5.6. **Field visits:** The Facilitator shall organize field visits to familiarize the input dealers with the critical stages of various crops and important field problems. The following steps are needed to be taken up for better learning and appreciation of field problems and remedies:
- Identify suitable demonstration farms/research stations/laboratories/ progressive farmers in advance, and brief them about the purpose of the visit
  - Sensitizing the input dealers about the objective of the visit
  - Scheduling the visits at critical stages of the crops
  - Relate the learning in the field with the class room teaching
  - Supplement with study material related to field visit
- 5.7. **Maintenance of Attendance and Enrolment Registers:** The Facilitator should maintain attendance for classroom sessions (40 days x 2 sessions/day= 80 sessions) and field visits (8 full days). Each candidate should have attended at least 64 classroom sessions and at least Six (6) field visits to qualify for appearing for the final examination. The facilitator has to obtain the signature of the dealers during both pre and post-lunch classroom sessions and field visits. The Enrolment register should contain the name of the input dealer, address, telephone number and fees paid.
- 5.8. **Question Paper Setting and Evaluation:**
- The Facilitator is responsible for all the activities such as setting of Question papers, conducting the examinations and evaluating the answer scripts, records and assignment. However, the practical examination consisting of spotting and viva-voce will be conducted with the help of external expert. The pass percentage to obtain the diploma is 40. Failed input dealers will be given an opportunity to appear only for the 'Final Theory Exam' along with the input 18 dealers of immediate subsequent batch. In case there is no subsequent batch, the NTI will conduct a special exam for the failed candidates within a period of six months based on the same syllabus.

The results will be declared based on the marks obtained by the individual candidates as given below:

Range of Marks	Result
40 and above	Pass
60 – 80	First Class
Above 80	Distinction

5.9. The details of other responsibilities are given in the operational guidelines of DAESI programme.

6. Constitution of appointment committee -

6.1. For completing the procedures for contractual appointment of facilitator, the following committee at district level is proposed to be constituted;

- |  |   |                  |
|--|---|------------------|
| <input type="checkbox"/> District Agriculture Officer        | - | Chairman         |
| <input type="checkbox"/> Senior Scientist and Head, KVK      | - | Member           |
| <input type="checkbox"/> Assistant Director Horticulture     | - | Member           |
| <input type="checkbox"/> Assistant Director Plant Protection | - | Member           |
| <input type="checkbox"/> Project Director, ATMA              | - | Member Secretary |

Project Director, ATMA will perform the responsibility of "Appointment Authority".

7. Reservation of Roaster – By the order of Director General, MANAGE Hyderabad the facilitator of DAESI appointment is purely on temporary basis for a period of one year and not required to follow the roaster system.

8. Selection procedure -

- The appointment committee constituted at District Level will complete all the procedures/formalities for the contractual appointment of Facilitator.
- The candidates will come with their required original certificates on the date of interview for verification. The Chairman of the committee can fix another date for interview as per the convenience of the committee.
- Merit list will be prepared on the basis of the score obtained by the candidate.
- The candidate who will obtain the maximum marks will be selected.
- Those candidates who will resign/ leave the work, then other candidate will be selected/appointed by the Project Director, ATMA on the basis of the merit list after the approval of the District Agriculture Officer.
- If no application is obtained or any applicant is not found eligible/qualified for selection as per norms prescribed then the concerned Project Director, ATMA will announce another date average 12 to 15 days before announcement/issuance of the letter for getting applications and conduct the interview with the approval of the concerned District Agriculture Officer-cum-Chairman District Level Selection Committee. The selection procedure of the Facilitator on contractual basis will be followed and completed in the light of the above norms until the selection is completed.
- If only one candidate is found qualified then he can be selected as a Facilitator for that district.

9. Period of contractual appointment -

- The period of contractual appointment will be for 01 year and it can be renewed based on performance and requirement of DAESI Programme.

- The service of Facilitator can be removed by District Agriculture Officer on the recommendation of concerned Project Director, ATMA at any time if his work is found unsatisfactory.
- If the Facilitator has been selected for 2023-24 then they can be renewed for 2024-25 by the committee if the work of the Facilitator is found satisfactory.
- The facilitator can organize two DAESI batches in a single district or in adjacent district.
- The facilitator organizing two batches are entitled to draw the salary of both the batches.

10. Agreement - Agreement between the contractual employee (Facilitator) and Project Director, ATMA and Director BAMEI will be done. The Performa of agreement is enclosed as annexure - 3.

  
Project Director  
ATMA- Kaimur