

Post at Project Coordinator and Management Unit , Pune

Job chart

1	Associate – Civil 1 Post	
	Job description	<ul style="list-style-type: none"> <li>• To provide technical guidance and analyse Techno Economical viability of civil works proposed in subprojects.</li> <li>• To assist in procurement process and assure the standards/specifications of civil works at CBO level.</li> <li>• Site inspections, verification of MB and records related to civil works as per the need of the project.</li> <li>• To provide assistance to field functionaries for rollout sanctioned subprojects.</li> <li>• Prepare and maintain various reports, data as per Project requirements.</li> <li>• Perform any other duty assigned by the PD/APD from time to time.</li> </ul>
	Qualification	Diploma/Graduation in civil engineering
	Experience & Skills	Minimum 3 years' experience of which 2 years in Civil Engineering works related to agriculture. Preference will be given to the candidate having work experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 45 years as on 1st September 2023
	Remuneration	Per month - Upto Rs. 60,000/-

Post at Project Implementation Unit, Agriculture, Pune  
Job Chart

1	Assistant	
	Job description	<ul style="list-style-type: none"> <li>• Assist the concern officer for performing all official duties.</li> <li>• Receipt and dispatch of all correspondence and making daily entries in inward and outward registers.</li> <li>• Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office.</li> <li>• Plan and organize office meetings / workshops / seminars etc. and documentation of the same.</li> <li>• Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders.</li> <li>• Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities.</li> <li>• Maintain the office records.</li> <li>• Provide necessary information and document for audit examination to the Auditor.</li> </ul> <p>Perform any other duty assigned by the PIU head from time to time</p>
	Minimum Educational Qualification	<ul style="list-style-type: none"> <li>• Graduate with MSCIT, English 40wpm &amp; Marathi 30wpm typing speed certificate.</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>• Minimum 02 years experience in office assistance</li> </ul>
	Age	<ul style="list-style-type: none"> <li>• Age of the candidate should not be more than 40 years as on 1st September 2023</li> </ul>
	Remuneration	<ul style="list-style-type: none"> <li>• Per month – Upto Rs. 30,000/-</li> </ul>

Post of Project Implementation Unit -DOM, Pune

Job Chart

1	Statistician Expert – 1 post (Headquarter - PIU (Director of Marketing) Pune)	
	Job description	<ul style="list-style-type: none"> <li>• Designing data acquisition trials for market reforms efforts being implemented in the state.</li> <li>• Assessing results from the above trials and recommendations for the ongoing programme of reforms.</li> <li>• Analysing trends in market reforms at national or international levels.</li> <li>• Applying statistical methodology to complex data and guide to PIU.</li> <li>• Perform any other duty assigned by the PIU Head from time to time.</li> </ul>
	Qualification	Graduate in Statistics or Any Graduate with Post Graduation in Statistics
	Experience	Minimum 03 years' experience out of which 2 years in Market Research and data analysis. Technical knowledge of relevant statistical methodology and statistical tools. Preference will be given to the candidate having work experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 45 years as on 1st September 2023
	Remuneration	Per month - Upto 75000/-

Post of Project Implementation Unit -MSRLM, Navi Mumbai

Job Chart

1	Assistant	
	Job description	<ul style="list-style-type: none"> <li>• Assist the concern officer for performing all official duties.</li> <li>• Receipt and dispatch of all correspondence and making daily entries in inward and outward registers.</li> <li>• Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office.</li> <li>• Plan and organize office meetings / workshops / seminars etc. and documentation of the same.</li> <li>• Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders.</li> <li>• Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities.</li> <li>• Maintain the office records.</li> <li>• Provide necessary information and document for audit examination to the Auditor.</li> </ul> <p>Perform any other duty assigned by the PIU head from time to time</p>
	Minimum Educational Qualification	<ul style="list-style-type: none"> <li>• Graduate with MSCIT, English 40wpm &amp; Marathi 30wpm typing speed certificate.</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>• Minimum 02 years experience in office assistance</li> </ul>
	Age	<ul style="list-style-type: none"> <li>• Age of the candidate should not be more than 40 years as on 1st September 2023</li> </ul>
	Remuneration	<ul style="list-style-type: none"> <li>• Per month – Upto Rs. 30,000/-</li> </ul>

**Job Chart of Posts at Project Implementation Unit (PIU)-MAVIM SMART, Mumbai**

1	Accountant – 1 post (Headquarter - PIU-MAVIM, Navi Mumbai)	
	Job description	<ul style="list-style-type: none"> <li>• To compile quarterly work plan and budget</li> <li>• Coordination and hand holding for implementation of Tally at PIU Level.</li> <li>• Data entry in Tally for SMART Project and bank reconciliation.</li> <li>• Data entry in MIS for SMART Project and Tally reconciliation.</li> <li>• Maintenance of Various Books of Accounts.</li> <li>• Furnishing record to Auditors.</li> <li>• To complete any assignment related to project.</li> </ul> <p>Perform any other duty assigned by the PIU head from time to time</p>
	Minimum Educational Qualification	B.Com with Computerised Accounting Course in Tally with MSCIT.
	Experience	Minimum 03 years' experience of which 2 years in Accounting with Tally Software. Preference will be given to the candidate having work experience in World Bank or externally aided project and having good typing skill of English & Marathi.
	Age	Age of the candidate should not be more than 40 years as on 1st September 2023
	Remuneration	Per month - Upto Rs. 35,000/-

Job Chart of Posts at Regional Implementation Unit (RIU)

1	Environmental Expert – 2 Posts (* Location will be shared afterwards)	
	Job description	<ul style="list-style-type: none"> <li>• Develop the contours of Environmental Assessment of the proposed project interventions.</li> <li>• Prepare environmental management framework as per the policies of the World Bank under the guidance of PCMU</li> <li>• Provide regular monitoring and oversight for ensuring that the agreed mitigation measures are implemented according the approved and publicly disclosed safeguards document</li> <li>• Closely follow up on observed adverse environmental impact(s) during implementation phase for resolving and managing, as per the mitigation plan</li> <li>• Provide substantive advice on safeguard issues to sectors in order to promote the sustainability, reduce environmental externalities and enhance investment on building a climate resilient agriculture production system</li> <li>• Closely supervise, provide assistance and deliver capacity building trainings to the sectors to close knowledge/skill gaps and minimize the likelihood of risks to happen to projects/programs financed through the project</li> <li>• Provide orientation and (technical) training to partner agencies and those responsible for project implementation on management of identified environmental impacts and risks, applying the agreed mitigation actions, documenting and reporting etc.</li> <li>• Undertake any specialized study and/or rapid assessment for unforeseen environmental issues that may arise during implementation</li> <li>• Lead dialogue with various relevant sectors and agencies, including private sector entities in identifying opportunities and mainstreaming of environmental management and sustainability approaches in the agriculture production system</li> <li>• Support development and implementation of innovative solutions for increasing sustainability and resilience to climate change of the agriculture production system</li> <li>• Design a M&amp;E system, prepare and update baselines and provide regular inputs and updates on key safeguards parameters and indicators for inclusion in project progress reports</li> <li>• Provide support to develop environmental and institutional strengthening components by preparing various questionnaires and collecting data on environmental due diligence documents, monitoring and reporting;</li> <li>• Perform any other duty assigned by the RIU head from time to time</li> </ul>
	Qualification	Post Graduate in Environmental Science

	Experience	Minimum 03 years experience of which 2 years in environment management aspects in projects of Government / Private sector. Preference will be given to candidates having experience in world bank or other externally aided project.
	Age	Age of the candidate should not be more than 40 years as on 1st September 2023
	Remuneration	Per month – Upto Rs. 50,000/-
1	Assistant – 2 Post (* Location will be shared afterwards)	
	Job description	<ul style="list-style-type: none"> <li>• Assist the concern officer for performing all official duties</li> <li>• Receipt and dispatch of all correspondence and making daily entries in inward and outward registers.</li> <li>• Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office.</li> <li>• Plan and organize office meetings / workshops / seminars etc. and documentation of the same.</li> <li>• Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders.</li> <li>• Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities.</li> <li>• Maintain the office records.</li> <li>• Provide necessary information and document for audit examination to the Auditor.</li> <li>• Perform any other duty assigned by the PIU head from time to time</li> </ul>
	Minimum Educational Qualification	<ul style="list-style-type: none"> <li>• Graduate with MSCIT, English 40wpm &amp; Marathi 30wpm typing speed certificate.</li> </ul>
	Experience	Minimum 02 years experience in office assistance
	Age	Age of the candidate should not be more than 40 years as on 1st September 2023
	Remuneration	Per month – Upto Rs. 20,000/-
2	Accountant – 3 Posts(* Location will be shared afterwards)	
	Job description	<ul style="list-style-type: none"> <li>• To compile quarterly work plan and budget and procurement plan.</li> <li>• Coordination and hand holding for implementation of Tally at PIU Level.</li> <li>• Data entry in Tally for SMART Project and bank reconciliation.</li> <li>• Data entry in MIS for SMART Project and Tally reconciliation.</li> <li>• Maintenance of Various Books of Accounts.</li> <li>• Furnishing record to Auditors.</li> <li>• To complete any assignment related to project.</li> <li>• Perform any other duty assigned by the RIU head from time to time</li> </ul>
	Qualification	B.Com, with Computerised Accounting Course in Tally with MSCIT.

Experience	Minimum 02 years experience of which 1 year in Accounting with Tally Software. Preference will be given to the candidate having work experience in World Bank or externally aided project and having good typing skill of English & Marathi.
Age	Age of the candidate should not be more than 40 years as on 1st September 2023
Remuneration	Per month – Upto Rs. 25,000/-

**Post at District Implementation Unit (Job Chart)**

1	<b>Economist cum Access to Finance Advisor – (* Location will be shared afterwards)</b>	
	Job description	<ul style="list-style-type: none"> <li>• To guide CBOs for preparing bankable subproject proposals</li> <li>• To assist CBOs for getting bank loan.</li> <li>• Evaluate business proposals of CBOs for Economic and Financial feasibility.</li> <li>• Impart training to project officials and staff regarding preparation and evaluation of business proposals.</li> <li>• Preparation of knowledge materials and products linked to the business development.</li> <li>• Dissemination of best practices and cross learning across clusters, districts and states</li> <li>• Participate in workshops and learning/exchange forums as needed.</li> <li>• Perform any other duty assigned by the DIU head from time to time</li> </ul>
	Qualification	Graduate in Agriculture & allied field with MBA / PGDABM / PGDM in Banking & Financial Services
	Experience	Minimum 3 years experience out of which 2 years in project preparation, economic and financial analysis of projects, banking & financial institutions. Preference will be given to candidates having experience in World Bank or externally aided project.
	Age	Age of the candidate should not be more than 40 years as on 1st September 2023
	Remuneration	Per month - UptoRs. 50,000/-
2	<b>Computer Operator – (* Location will be shared afterwards)</b>	
	Job description	<ul style="list-style-type: none"> <li>• Assist the concern officer for performing all official duties.</li> <li>• Receipt and dispatch of all correspondence and making daily entries in inward and outward registers.</li> <li>• Prepare file and put up the correspondence for perusal of seniors. Initiate action as directed by the head of the office.</li> <li>• Plan and organize office meetings / workshops / seminars etc. and documentation of the same.</li> <li>• Maintaining account / Distribution of all hardware and dead stock procured by the project as per orders.</li> <li>• Manage various contracts with services provider, examine the bills and present the same for payment before the relevant authorities.</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintain the office records.</li> <li>• Provide necessary information and document for audit examination to the Auditor.</li> </ul> <p>Perform any other duty assigned by the DIU head from time to time</p>
	Minimum Educational Qualification	<ul style="list-style-type: none"> <li>• Graduate with MSCIT, English 40wpm &amp; Marathi 30wpm typing speed certificate.</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>• Minimum 02 years experience in as computer operator.</li> </ul>
	Age	Age of the candidate should not be more than 40 years as on 1st September 2023
	Remuneration	Per month – Upto Rs. 25,000/-
3	Accountant – (* Location will be shared afterwards)	
	Job description	<ul style="list-style-type: none"> <li>• To compile quarterly work plan and budget</li> <li>• Coordination and hand holding for implementation of Tally at PIU Level.</li> <li>• Data entry in Tally for SMART Project and bank reconciliation.</li> <li>• Data entry in MIS for SMART Project and Tally reconciliation.</li> <li>• Maintenance of Various Books of Accounts.</li> <li>• Furnishing record to Auditors.</li> <li>• To complete any assignment related to project.</li> </ul> <p>Perform any other duty assigned by the DIU head from time to time</p>
	Qualification	B.Com, with Computerised Accounting Course in Tally with MSCIT.
	Experience	Minimum 03 years experience of which 2 years in Accounting with Tally Software. Preference will be given to the candidate having work experience in World Bank or externally aided project and having good typing skill of English & Marathi.
	Age	Age of the candidate should not be more than 40 years as on 1st September 2023
	Remuneration	Per month – Upto Rs. 30,000/-