

MINISTRY OF AGRO - INDUSTRY AND FOOD SECURITY

**TERMS AND CONDITIONS
of employment on contract basis for the post of
Project Coordinator**

S.N	Particulars	Conditions
1.	Period	An initial period of one year
2.	Effective Date of Employment	Date of Assumption of Duty
3.	Salary	A monthly salary of Rs 69,800.
4.	Duties	<p>a) To report to and be responsible to the National Project Director (Director, National Parks and Conservation Service) and the Project Steering Committee.</p> <p>b) To assist in planning, coordinating, implementing and monitoring the project.</p> <p>c) To ensure proper monitoring and evaluation of the project components.</p> <p>d) To be responsible for budgeting and preparation of financial plans/reports including monitoring and tracking of project expenditures.</p> <p>e) To ensure timely submission of reports from consultants and the management of contract services from service providers including payment processes.</p> <p>f) To be responsible for the project management including preparing annual work plans and progress reports.</p> <p>g) To organize, facilitate and participate in meetings including Project Steering Committees and any technical/project management meeting.</p> <p>h) To foster partnerships with relevant government institutions and all project partners working on sustainable land management and sustainable livelihood issues including undertake a stakeholder analysis.</p> <p>i) To undertake field visits for coordinating and monitoring activities under the project in collaboration with project partners.</p> <p>j) To ensure regular communication, dissemination of project's reports and lessons learned to project partners, NGOs and other</p>

		<p>relevant stakeholders.</p> <p>k) To supervise and coordinate the work of project staff and project consultants.</p> <p>l) To perform any other tasks and responsibilities related to the project assigned by the Director.</p>
5.	Car Benefits/Duty Free Facilities and Travelling	<p>Subject to eligibility, you will benefit from -</p> <p style="text-align: center;">either</p> <p>100% duty exemption on a car with engine capacity of up to 1500 c.c or a car of higher engine capacity not exceeding 1850 c.c subject to the provisions of paragraph 16.2.19 of the PRB Report 2021 (Vol. 1)</p> <p style="text-align: center;">or</p> <p>the payment of a monthly car allowance of Rs 3,980 in lieu thereof</p> <p style="text-align: center;">and</p> <p>be refunded travelling expenses as at paragraph 16.2.68 (No. 2)</p>
6.	Option to be exercised	<p>Officers on contract employment:</p> <p>a) who opt for duty exemption on a car or a monthly car allowance in lieu thereof should exercise the option at the beginning of the contract. The option for the car allowance, once exercised, would be irrevocable for the duration of the first contract but may be reviewed upon renewal of your contract;</p> <p>b) who have opted for the monthly car allowance in lieu of the duty exemption facilities would not benefit from duty exemption until the expiry of the first contract;</p> <p>c) in case the contract of employment comes to expiry or is terminated within four years as from the date of purchase of the duty exempted car, the Officer should reimburse duty on a pro-rata basis; and</p> <p>d) a contract officer who has taken advantage of duty exemption on a car should pay proportionate duty if same is sold within four years as from the date of its purchase and reimburse outstanding loan, if any, on this car.</p>
7.	Loan Facilities	<p>Loan facilities equivalent to a maximum of 21 months' salary at the prevailing repo rate are granted, the loan being refundable in 84 monthly instalments for the first purchase of the car.</p> <p>When applying for a loan to buy a car, you should produce a bank guarantee to cover the full amount of</p>

		the loan contracted. In case bank guarantee is not produced, loan facilities up to a maximum of 12 months' salary will be granted at the prevailing repo rate refundable in 48 monthly instalments subject to the conditions that you are legally bound to reimburse, forthwith, the outstanding loan on termination or expiry of your contract.
8.	Passage Benefits	5% of annual salary (in accordance with regulations in force).
9.	Gratuity	End-of-contract gratuity in lieu of pension payable at the rate of two months' salary on completion of 12 months' satisfactory service, provided the contract of employment is of duration of up to 12 months or more subject to the condition that you are legally bound to reimburse any outstanding loan on termination or expiry of contract.
10	Termination of Contract	<p>The Government may at any time determine your employment by giving you one month's notice in writing or by paying you one month's salary.</p> <p>You may resign from your employment by giving one month's notice in writing, or by paying one month's salary to the Government.</p> <p>Should you in any manner misconduct yourself, the Government may terminate your employment forthwith and thereupon all rights and advantages reserved to you shall cease.</p>