

**JOB DESCRIPTION FOR THE POSTION OF
DEPUTY MANAGER-MICRO IRRIGATION SCHEME-ON CONTRACT**

Post Name	Deputy Manager (Micro Irrigation Scheme) - Officer Category
No. Vacancies	Two(02)
Contract Tenure	Long fixed term Contract for 5 Years (Can be extended for further period)
Age Criteria	Not more than 45 years from the date of advertisement
Qualification	Post Graduate in Agri. Business Management with M.Sc./ B.Sc. in Agriculture / Horticulture or M.Tech / B.Tech in Agriculture / Horticulture from a Premier College / University / Management Institution as a full time course.
Experience	<ol style="list-style-type: none"> 1. The person, we are looking for should have minimum 11 Years of post qualification experience out of which 5 Years at an Officer Level in a medium size Organization, Candidate having experience with Public Sector Undertaking in Gujarat will be preferred. 2. Thorough knowledge of Agriculture inputs, having good exposure of Micro Irrigation Scheme as well as equivalent awareness of other Government Schemes related to Agriculture with relevant experience of dealing with the various Government Departments, Beneficiary Farmers, Suppliers, Third Party Inspection Agencies, etc.
Job Description	<ol style="list-style-type: none"> 1. Frame effective policy for smooth inflow and outflow of Papers/Files/Documents in line with file processing and other related system for proper reporting. 2. Manpower planning for File Processing for timely completion of Department targets. 3. Complete File/ Documents / Store administration through visual standards like labeling/coding etc. as per requirement. 4. Ensure smooth flow of work related to Fresh/New Registration, GUVNL, Duplication, Cancellation activity in line with Micro Irrigation Scheme and other Agriculture related Schemes executed by GGRC. 5. Explore updating / innovate technological intervention in MIS processing for speed / efficiency / compliance / transparency.

Job Description	<ol style="list-style-type: none"> 6. Ensure no duplication; rectify errors and appropriate checking/verification from start to end File processing of the Micro Irrigation Scheme and other Agriculture related Schemes. 7. Review Processing parameters of Document Verification for Drip Irrigation / Sprinkler Irrigation cases of Farmers and suggest improvement whenever required. 8. Coordinate with Suppliers for solving Queries, Manage & resolve sensitive issues amicably related to Farmers / Suppliers to maintain company's goodwill by developing effective grievance redressal. 9. Coordinations and compliance of various projects with State as well as Central Govt. and their various bodies. 10. Data Analysis and timely preparation of various reports as a part of Management Information System for various activities like survey, vigilance etc. also Arrange Impact studies analysis and concurrent monitoring of scheme through reputed agency. 11. Annual Renewal and Performance review of MIS Suppliers & Original Equipment Manufacturers. 12. Participation in Agricultural related Exhibition / Live Telecast for T.V/Radio Programs on need basis and directives of Management. 13. Active Participation in various committees constituted for various decisions making for process related to Micro Irrigation Scheme and other Agriculture related Schemes implementation. 14. Educate second tier employees as succession plan for department, supervise and review their performance.
Remuneration	Remuneration includes Attractive Salary and other Benefits as per the rules and regulations of the Company. Salary will not be a constraint for the right Candidate.
Location	GGRC Head Office, Vadodara, Gujarat
General	Advertised criteria may be relaxed in exceptionally qualified candidates.