

**For Office Use Only**

Post Code: PMU-KME-March-11

Application No. \_\_\_\_\_

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**CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN  
MAHARASHTRA (CAIM)**

Application Form for the post of Knowledge Management Expert in  
the Office of Programme Management Unit  
(Post Code – PMU-KME-March-11)

**(A) Personal Details**

|                                                      |                                            |
|------------------------------------------------------|--------------------------------------------|
| Date Of Application                                  |                                            |
| Name ( in BLOCK CAPITALS)                            |                                            |
| Date of Birth (dd/mm/yyyy)<br>(Age as on 01-03-2011) |                                            |
| Address for Communication                            |                                            |
| Contact Information:                                 | Landline _____ Mobile _____<br>Email _____ |
| If selected, Notice period:                          |                                            |

**(B) Educational Qualification:**

| Level                | University | Name of Course | Year of Passing | Class Obtained | Major Subjects |
|----------------------|------------|----------------|-----------------|----------------|----------------|
| Post Graduation      |            |                |                 |                |                |
| Graduation           |            |                |                 |                |                |
| Diploma              |            |                |                 |                |                |
| Specialized Training |            |                |                 |                |                |
| Other Education      |            |                |                 |                |                |

**(C) Competency:**

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position.(e.g. : Project management,Leadership,Team work, Negotiator/communicator, Facilitator of Change , Performer etc.)

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**(D) Experience**

Please list beginning from most recent

|                     |  |
|---------------------|--|
| From - To           |  |
| Employer            |  |
| Position & Location |  |
| Duties              |  |

|                     |  |
|---------------------|--|
| From - To           |  |
| Employer            |  |
| Position & Location |  |
| Duties              |  |

|                     |  |
|---------------------|--|
| From - To           |  |
| Employer            |  |
| Position & Location |  |
| Duties              |  |

**(E) Experience Relevant to the Post Applied:**

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E) References with contact details:

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|----|
| 1. |
| 2. |

**(F) Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

(Signature of the Applicant with Date )

**Other Information related to the Post of Knowledge Management Expert in the Office of (PMU-KME)**

**(1) Eligibility Criteria (PMU-KME)**

The Knowledge Management Expert will be a person with a postgraduate university degree in management, economics, social sciences or related fields with a minimum of 7 years experience, preferably planning training programmes.

**(2) Job Requirements (PMU-KME)**

The main responsibility of the Knowledge Management Expert at the PMU will include:

- Facilitate interchange of information between districts, participating agencies and also the other ongoing IFAD projects in India;
- Promote the exploration of improved development strategies for the project area districts based on the information and data available from other sources and the website and disseminate them between DPMTs, stakeholders and NGOs;
- Study the best practices adopted and used in the project design that were test-checked and proved and disseminate them to other DPMTs for effective impact;
- Coordinate training needs assessment, training manual preparation including training modules, courses and curricula development, training materials development, and ensure that the best practices are inbuilt in these activities and also evaluate the TOTs performance and compile well-impacted courses for better use in other projects and areas;
- Coordinate the periodical review of the annual training plan implementation and follow-up in collaboration with DPMTs and NGOs and document best methods and approaches for effective information dissemination;
- Network with other knowledge management agencies including the Solution Exchange with regard to innovative ideas and practices that are best suited to the project and pass on these data and information to all partner NGOs and DPMTs for implementation;
- Identify training institutions, training providers or resource persons including NGOs and ensure that these resources and services are effectively used;
- Develop criteria for selection of participants for study visits and exposure visits courses;
- Prepare periodical and annual reports on the progress and implementation status of training activities for the entire project; and
- Coordinate the training activities for the SHGs and JLG and CMRCs and conduct special reviews with regard to their quality and output result and make changes or modifications in consultation with the respective DPMT and NGOs; etc.
- Document the interventions under pro-poor market linkages, micro-enterprises and evolution of end-to-end sub-projects and their impact on project beneficiaries and poverty alleviation and share the experiences with other IFAD projects and also ensure that the valuable lessons are used to modify the project design at supervision and MTR stages.

**(3) Remuneration (DPMT-ABE)**

Maximum Rs. 5.20 Lakhs per annum (Consolidated)

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