

Detailed Terms of Reference for the Vacant Positions in the Project Management Unit(PMU) of Assam Skill University Project (ASUP)

Sl.	Name of Post	Nos.	Brief Job Description	Qualification	Salary Range (in Rs.) ***
1	Senior Procurement and contract Management Specialist	1	Lead the procurement team and provide guidance to the team member in terms of all procurement related activities. Incumbent will be the "single point" responsible person related to Procurement & Contract Management. Ensure the smooth execution of design, planning and implementation of all project procurement and manage all contracts;	Post Graduate from any recognized University. Minimum 15 (Fifteen) years of professional experience in the field of procurement and contract management and related activities in any State Government /Central Government /Semi Government Bodies /PSUs/ large private organization. The candidate must have working experience as a procurement and contract management official for at least 07 (Seven) years in Externally Aided Project (EAP) (Asian Development Bank/World Bank/ JICA etc.) out of which at least 5 (five) years experience in the rank of expert/specialist.	150000-200000
2	Project Technical Head *	1	Review and monitor implementation of the Civil works including monitoring of progress and performance of supervision consultants and contractors, Review the designs including handling design changes during execution, variations in designs and cost-estimates, Reviewing the quality assurance and quality of works, including adequate implementation and management of Environment, Health and Safety (EHS) issues associated with the contract.	Graduate in Civil Engineering preferably Retired Superintendent Engineer or above of Assam PWD Buildings with minimum 20 years of working experience in building construction with at least 03 (Three) years in Externally Aided Project (EAP) (Asian Development Bank/World Bank/ JICA etc in building & civil construction.	150000-200000
3	Site Engineer	1	Responsible for Day to day coordination with contractor and supervision consultant for smooth conduct of construction activities. Supervise and monitor the construction activities as per the approved drawings, Quality assurance plan and approved specification. cord Measurement Book (MB) on day to day basis. d. To ensure necessary lab testing have been performed by the contractor as per quality assurance plan.	Graduate in Civil Engineering/Construction Management/ AMIE in Civil Engineering. Minimum 5 years of working experience as Site Engineer in Civil Engineering projects.	35000-50000
4	Procurement Management executive	1	Assist Procurement Specialist / Procurement Manager of Project Management Unit (PMU) throughout the procurement process; Provide administrative support to the PMU in procurement management and contract administration, disbursement and contract closure;	Graduate. Minimum 5 years of working experience as procurement executive, out of which minimum 3 years of experience as procurement executive in EAP (World Bank/ Asian Development Bank/ JICA etc.)	35000-50000
5	Accounts Executive	1	Assist in maintenance of the project Accounts as per the Financial Management Manual. Data Entry in Tally Prime, BRS, preparation of vouchers, Checking of Bills, Disbursement and Assisting the Finance Team. Regularly monitor the financial performance of ASUP including monitoring of expenditures, including analysis and preparations of reports required for financial management of the project.	Degree (of minimum three years duration) in Commerce/ Accountancy/ Finance /Accounts from a recognized University/Institute. Minimum 5 years of working experience in the relevant field.	35000-50000

6	IT cum Management Information Systems (MIS) executive	1	Responsible for maintaining the MIS relating to the Assam Skill University Project (ASUP). To ensure that internet connectivity and email system relating to PMU is up and running all times, troubleshooting computer software and hardware related issues in the PMU. Establishment and administration of an efficient e-mail system, maintaining user accounts and profiles, including LAN and controlling privileges and permissions for sharing, accessing data information among users and from common/central/ shared folders/drives.	BCA/B.Sc-IT, Minimum 5 years of relevant working experience.	25000-35000
7	Administrative cum HR Management executive	1	Responsible for Administrative support to the PMU including support for day-to-day correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Ensuring all the employees comply with the HR policies. Maintaining a detailed record of the PMU employees and employee attendance. Managing workplace safety issues and complaints. Organizing events and conferences for the employees.	MBA in HR. Minimum 5 years of working experience in the relevant field.	25000-35000
8	Junior Assistant	2	Overall orderly management of office of the PMU. The broad objective of the assignment includes ensuring that the day to day activities of the office of PMU are conducted smoothly including record keeping, logistical arrangements for meetings, events etc.	Graduate . Minimum 5 years of experience in management/secretarial work.	25000-35000
9	Peon	2	General office multi tasking works	10th passed	14000-18000

Key Information:

(* i)** In exceptional cases, if the last drawn salary is higher than the maximum salary assigned for the position, the CEO-ASUP may fix the salary with some hike based on the last drawn salary by such candidates. **ii)** In case of the last drawn salary of the candidates is less than the minimum salary assigned for the position, a 30% hike on the last drawn salary or the minimum salary assigned for the position, which ever is lower, would be considered at the entry level.)

- 1) The applicants should submit their applications duly signed containing their up-to-date Curriculum Vitae mentioning educational & professional qualifications, work experience, testimonials, etc. to the "Deputy Project Director, Assam Skill University Project, 3rd Floor- DECT Building, Employment Exchange Complex, A K Azad Road, Rehabari, Guwahat-8" and / or mail to asup.recruitment@gmail.com .
- 2) The subject line in the e-mail should contain "Application for the Post of ____ (fill in the name of post applied for)".
- 3) Applications will be received from "30th September, 2022 up to 16th October, 2022 up to 05:00 PM". Applications received after the said date and time will not be considered for evaluation. ASUP will not be responsible for any technical problems that may arise for submission of application.
- 4) Incomplete & multiple applications will be rejected and not considered for evaluation.
- 5) Interviews of the shortlisted candidates will be conducted from 07th November, 2022 in person mode. The interview call letters will be sent to candidates in their email.
- 6) Shortlisted candidates attending interview must bring their original testimonials along with a self-attested set of photocopies.

Note: - 1. This Terms of Reference and the CEO, ASUP reserves the right to modify the same without intimation at any stage before or after the recruitment cycle is completed.

2. Candidates from existing Externally aided projects are required to submit a relieving letter or a No Objection certificate (NOC) from the employer.
3. Internal candidates from Assam skill University Project are not eligible to apply.
4. Canvassing in any form will lead to disqualification.