

Details for Recruitment in Project Management Unit, Assam Skill University Project

Sl.	Position in PMU	Brief Job Description	Proposed Qualification	Salary Range (in INR)	Post
1	Finance Manager	Manage the finance and budget activities of the project. Ensure ADB finance guidelines and reporting are strictly adhered with. In consultation with ADB and the National and State government, establish the fund flow procedures and mechanism of the project	Chartered accountant/ MBA Finance/ M. Com with Accountancy. At least 8 years of Experience with 3 years in Government. With ADB or World Bank financed projects or multi-lateral organization is required.	Rs. 1.50 Lakhs to Rs. 1.75 Lakhs PM	1
2	Gender & Indigenous People Specialist	Prepare the required initial report for project processing. Prepare the quarterly report of the respective reports. Supervise the implementation of GAP and IP plan during project implementation.	Master degree in social science. Five year of experience in gender / indigenous people work. Experience working on ADB financed project or other multi-lateral organizations.	Rs. 0.75 Lakhs to Rs. 0.90 Lakhs PM	1

Key information:

1. The applicants should submit their applications duly signed containing their up to date bio data along with copies of educational & professional qualifications, work experience, testimonials, etc. to the email I'd asup.recruitment@gmail.com and also provide hard copies at ASDM head office i.e. Assam Skill Development Mission, 5th Floor, Katabari, DPS Road, NH-37 Garchuk, Guwahati-781035 through post.
2. The subject line in the email/envelop should contain Application for the post of _____ (fill in the name of the post applied for)”
3. Application will be received from 29th January 2022 to 15th February 2022 up to 5:00 PM. Applications received after the said date and time will not be considered for evaluation. ASDM will not be responsible for any technical problems that may arise for submission of application.
4. Applications received incomplete or without containing the mandatory documents as per the requirement of the position or as mentioned in clause 1. above will be rejected and not considered for evaluation.
5. After scrutinization eligible candidates will be called for the interview.

Mission Director
Assam Skill Development Mission