



GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
KATABARI, DPS ROAD, NH-37
GORCHUK: GUWAHATI-781035

Dated Guwahati, the 7th March, 2024

No.ASDM-30/2017/pt.I/ 867

Dated. 09 /03/2024

Recruitment Notice

A walk-in interview will be conducted in Assam Skill Development Mission on purely contractual basis for the following Posts against dates as mentioned below.

Sl. No.	Name of Post	Nos. of post	Date of Interview
1	Skill Project Manager -Social Mobilization & Capacity Building	01	19/03/2024
2	Skill Project Manager- Monitoring & Evaluation	01	20/03/2024
3	Skill Project Manager- Placement & Post Placement Tracking	01	21/03/2024
4	Skill Project Manager- Human Resource & Administration	01	22/03/2024

For details, candidates to visit the official website: www.asdm.assam.gov.in, Candidates should attend the interview along with all the testimonials (Original & self attested Xerox copies) and Curriculum Vitae (02 Sets) from 10 am onwards at Assam Skill Development Mission, 5th Floor, Katabari, DPS Road, NH-37, Gorchuk, Guwahati, Assam, PIN- 781035.


(Masanda Pertin, IAS)

Mission Director,
Assam Skill Development Mission
& Joint Secretary to the Govt. of Assam,
Skill, Employment & Entrepreneurship Department.



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ASSAM SKILL DEVELOPMENT MISSION
5TH FLOOR, KATABARI, DPS ROAD, NH-37, GORCHUK,
GUWAHATI-781035

No. ASDM-30/2017/PT-1/866

Dated Guwahati, the 07th March, 2024

TOR OF RECRUITMENT NOTICE
(For advertisement notice no. ASDM-30/2017/PT-1/867 Dated. 09/03/2024)

Sl. No	Name of Position	Required Qualification & Experience	Terms of Reference(ToR)	Salary	No. of Post	Date of Interview
1	Skill Project Manager - Social Mobilization & Capacity Building	Post Graduate degree in Sociology/ Anthropology/ MSW/ Psychology from recognized university with minimum 7 years experience in relevant field	<p>Job Description/ Role and Responsibility: -</p> <p>a. Excellent communication Skills in English, Hindi & Assamese (local language skills are preferred).</p> <p>b. Skill Project Manager will be responsible for designing various policy frameworks and intertwining them.</p> <p>c. Should prepare comprehensive state capacity building plan and initiate for implementing the same throughout the state.</p> <p>d. Further he/she will also design implementation guideline according to the policy framework.</p> <p>e. He/She will be working closely with the Mission Director of the project and strive for improving project implementation guideline across the project period.</p> <p>f. He is responsible for all IEC/BCC activities; like:</p> <ul style="list-style-type: none"> ➤ Preparation of action plan for implementation of IEC/BCC component ➤ Preparation of newsletters/reports etc. and content for social media for platform of IEC/BCC programmes in the state for the wider dissemination. ➤ To develop audio visual, print outdoor outreach IEC materials both in Hindi, English and local languages and circulate the same upto Panchayat level. ➤ To develop key messages which are required to be communicated to the various stakeholders including the beneficiaries and implementers. ➤ To develop an integrated IEC strategy and put in place measures for implementing it by selecting appropriate medium of communications. <p>g. SPM will strategically have threefold responsibility including specialist functions, project management at district level and leading single or multiple livelihood intervention of the project.</p> <p>h. SPM will be responsible for :</p> <ul style="list-style-type: none"> ➤ Partnership management with service providers both public and private, coordinating relationship with project stakeholders as well as external resource agencies. ➤ Convergence with Government Department, linkages with financial institutions, building capacity of NGOs and civil society organization. ➤ Team building across the project and handholding on project management, performing administrative function, financial management and conflict resolution to district and other units. ➤ Undertaking workshop, training and induction programmes at various levels ➤ Coordinating project based studies, evaluation and research assignment. ➤ Timely reporting, review and supervision of task. ➤ Any other assignment/ task assigned by MD/AMD. <p>i. Any other tasks as assigned by MD/AMD or may arise during the Project Period</p>	75000/-	01	19/03/2024

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**Skill Project
Manager-
Monitoring
&
Evaluation**

Post Graduate and MBA from recognized university with minimum 7 years experience in relevant field

Job Description/ Role and Responsibility

- a. Excellent communication Skills in English, Hindi & Assamese (local language skills are preferred).
- b. The Skill Project Manager- Monitoring & Evaluation will be responsible for designing and implementing the M&E activities of the Project; assisting the Mission Director/ Skill Project Managers in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities. The PM- Monitoring and Evaluation works in close collaboration with project team and operations cluster, Government officials, private sector, non-government and civil society organizations.
- c. She/he shall work in close association with MD, AMD and other SPMs for improvement of the project during the project period
- d. Develop and strengthen monitoring, inspection and evaluation procedures. Develop project monitoring plan of the projects in line with project and consulting with programme team and partners.
- e. Monitor all project activities, expenditures and progress towards achieving the project output;
- f. Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- g. To supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations
- h. To record, manage and preserve monitoring and evaluation data in a safe and accessible way
- i. To analyze and discuss findings based on regular monitoring data
- j. Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners.
- k. Ensure that implementation of field activities adhere to Skill Development and placement monitoring and evaluation system
- l. He could have monitoring and evaluation techniques and processes, data collection and management, analytical and research skills, good command over report writing in English, good interpersonal skills, excellent computer knowledge with command on MS Excel among other packages of MS Office
- m. Identify and document success stories and case studies on extraordinary aspects of the project.
- n. Any other tasks as assigned by MD/AMD or may arise during the Project Period

75000/-

01

20/03/2024

3	Skill Project Manager-Placement & Post Placement Tracking	Post Graduate degree in Human Resource/ MBA (HR) from recognized university with minimum 7 years experience in relevant field	<p>Job Description/ Role and Responsibility:</p> <ol style="list-style-type: none"> Excellent communication Skills in English, Hindi & Assamese (local language skills are preferred). Skill Project Manager-Placement & Post placement tracking will function with specialist capacity. He/she will be coordinating with the third parties. Manpower Agencies, Related Portals etc. He/She will understand their business model, and coordinate with internal customers such as PMKK/ PMKVY teams and outside customers such as concerned third parties, help them with the strategy and model of placing trainees nationally. She/he will also deal with the SSCs who are also responsible for placing the candidates Designing various policy frameworks related to his/her thematic area and intertwining them Designing implementation guideline according to the policy framework Partnership management with service providers both public and private, coordinating relationship with project stakeholders as well as resource agencies. His/her expertise will be available to district and lower level. Project Manager will further ensure task accomplishment against the plan at district and other unit of the project. His/her hands on experience of the field will help SPMU in policy design, system improvement and upgrading implementation guidelines of the project. Besides these, PMs will be extending handholding support to district and other unit on linkages with financial institutions, convergence with Government programmes, capacity building of community institutions, planning and team building. He/she will work for development of IT systems for tracking retention, placement, career progression etc. and development of state youth database. Any other tasks as assigned by MD/AMD or may arise during the Project Period 	75000/-	01	21/03/2024
4	Skill Project Manager-Human Resource & Administration	Post Graduate degree in Human Resource/ MBA (HR) from recognized university with minimum 7 years experience in relevant field	<p>Job Description/ Role and Responsibility</p> <ol style="list-style-type: none"> Excellent communication Skills in English, Hindi & Assamese (local language skills are preferred). Skill Project Manager - Human Resource & Administration will responsible for designing various policy frameworks and intertwining them. Further he will also design implementation guideline according to the policy framework. He/she will be working closely with the Mission Director of the project and strive for improving project implementation guideline across the project period. SPM will strategically have threefold responsibility including specialist, functions, project management at district level and leading single or multiple livelihood intervention of the project. He should have a total experience of HR / Administration / Project Management. He will be responsible for all administrative work including Salary, Leave,...etc Along with these, SPM will be responsible for : <ul style="list-style-type: none"> ➤ Team Building and Shared Vision in the Mission. ➤ Developing Learning System. ➤ Performance Appraisal of the Staff. ➤ Grievance Redress of Staff. ➤ Preparing Staff Capacity Building Plan. ➤ Institutionalizing System for Services, conduct, and discipline in the Mission. ➤ Maintaining standard rate of staff retention in the Mission. ➤ Operating Gender Action Plan in Project Management units. ➤ Recruitment and induction of new staff. ➤ Any other tasks as assigned by MD/AMD or may arise during the Project Period 	75000/-	01	22/03/2024

information:

1. Candidates should bring their up to date Bio-Data (2 copies) and coloured Passport Size Photograph (2 copies) along with Xerox copies of all relevant certificates of Educational Qualifications, Work Experience, NOC (if applicable) duly signed by the candidates on the date of interview as mentioned above.
2. Age of the candidates shall not be less than 30 years and not more than 45 years on 01/01/2024.
3. The Registration of the candidates will be done from 10.00 AM to 12.00 Noon on the date of interview at 5th Floor, Assam Skill Development Mission, NH-37, DPS Road, Katabari, Garchuk, Guwahati-35
4. No TA/DA will be provided by ASDM to attend this interview.
5. Canvassing in any form will lead to disqualification of candidature of candidate.
6. For any update related to this recruitment, candidates are advised to visit our website www.asdm.assam.gov.in regularly.
7. Mission Director, ASDM reserves the right to modify the Terms of Reference (TOR) without intimation at any stage before or after the recruitment cycle is completed and his decision will be considered as final decision regarding short listing & final selection of the candidates for the said posts.


(Masanda Pertin, IAS)


Mission Director,
Assam Skill Development Mission
& Joint Secretary to the Govt. of Assam,
Skill, Employment & Entrepreneurship Department.

Memo No. ASDM-30/2017/PT-I/ 866-A

Dated Guwahati, the 07th March, 2024

Copy to:-

1. PS to Principal Secretary to the Govt. of Assam, SEED for kind information of the Principal Secretary.
2. Smt. Madhuchanda Talukdar, ACS, Joint Secretary to the Govt. of Assam, SEED for kind information.
3. Shri Hanfi Noorani, ACS, OSD, ASDM for kind information and necessary action.
4. Skill Project Manager (Agri & Allied), ASDM for information and necessary action.
5. Project Manager (MIS), ASDM for information and necessary actions.
6. Project Manager (Finance & Accounts), ASDM for information and necessary actions.
7. Concerned Officials of ASDM for information & necessary actions.
8. Office Copy.


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