

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

S/N	Position in PMU	Brief Job Description	Proposed Qualification	Salary Range (in INR)
1	Deputy Project Director	Support the project director in processing and implementing the project, and serve as focal person for ADB project	Master's degree in social sciences, engineering, education and any other relevant field of studies. At least 10 years of work experience in which five years must be in a skilling institution.	Rs. 1.5 Lakhs to Rs. 2.0 Lakhs PM
2	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 with a master's degree in business studies. As least 15 years of experience in Finance with work experience in ADB or World Bank financed projects.	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM
3	Accountant	Prepare the book-keeping of the project.	Chartered accountant with 10 years of experience as an accounting professional. Able to prepare a full book of accounting.	Rs. 0.75 Lakhs to Rs. 0.90 Lakhs PM
4	Skill Manager (Service Sector)	Oversee the development of service sector curriculum, plan and supervise the delivery of training courses, establish the appropriate training facilities, and coordinate with international partners in the relevant training courses.	Master degree in any service sector field of study. At least 15 years of work experience in a service sector company. Five years of experience working in an institution of skilling / training.	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM
5	Skill Manager (Engineering Sector)	Oversee the development of engineering sector curriculum, plan and supervise the delivery of training courses, establish the appropriate training facilities, and coordinate with international partners in the relevant training courses.	Master degree in any service sector field of study. At least 15 years of work experience in an engineering sector company. Five years of experience working in an institution of skilling / training.	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM
6	Procurement Manager (civil & consultancy)	Prepare the bid documents for civil work and consultancy packages, process the bid evaluation, coordinate with ADB from bid preparation, evaluation, to award of the contracts. Adhere to ADB procurement guidelines and timeline of all procurement packages.	Professional procurement qualification with a Master degree in engineering. Minimum 10 years of work experience with at least three years working on a project financed by Asian Development Bank, World Bank, or other multi-lateral organization.	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM

7	Procurement (Training Equipment)	Prepare the bid documents for training equipment and furniture packages, process the bid evaluation, coordinate with ADB from bid preparation, evaluation, to award of the contracts. Adhere to ADB procurement guidelines and timeline of all procurement packages.	Professional procurement qualification with a Master degree in engineering. Minimum 10 years of work experience with at least three years working on a project financed by Asian Development Bank, World Bank, or other multi-lateral organization.	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM
8	Communication Manager	Coordinate all publicity event and activities for the PMU; coordinate with ADB / ADB consulting team on schedule for mission / workshop; establish website and social media presence of the project; and publish timely advertisement of all project activities including procurement for transparency.	A master degree preferably in marketing communication. At least 10 years of work experience in the media industry.	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM
9	Civil Engineer	Prepare the technical specification of civil work and support the procurement manager in bid documents preparation. Coordinate and ensure compliance to ADB procurement timeline and guidelines of bid evaluations for civil work procurement.	Master degree in civil engineering. At least 8 years of work experience as a civil engineer with a reputable civil engineering company.	Rs. 0.75 Lakhs to Rs. 0.90 Lakhs PM
10	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
11	Environment Specialist	Prepare the IEE reports of all civil work site. Implement compliance to all environment requirements during project implementation.	Master degree in environment study. Five year of experience in environment risk assessment. Experience working on ADB financed project or other multi-lateral organizations.	Rs. 0.75 Lakhs to Rs. 0.90 Lakhs PM

**Key Information:**

1. **The applicants should submit their applications duly signed on all pages containing their up to date bio data along with copies of educational & professional qualifications, work experience, testimonials, etc. to the e-mail I'd [asup.recruitment@gmail.com](mailto:asup.recruitment@gmail.com) as well as hard copies through Speed Post/ General Post to the following address:**

**Assam Skill Development Mission  
Bhabananda Boro Path, Katabari,  
Garchuk, Guwahati – 781035,  
Assam**

- 2. In case of the e-mail applications, the subject line should contain “Application for the Post of \_\_\_\_\_ (fill in the name of post applied for)\_\_\_\_\_”. For the hard copy applications, the Envelope should be superscripted as “Application for the Post of \_\_\_\_\_ (fill in the name of post applied for)\_\_\_\_\_”.**
- 3. Applicants should kindly note that applications should be made through both modes- Online and Hard Copy.**
- 4. The last date and time of receipt of online and hard copy applications is “12<sup>th</sup> April, 2021 up to 05:00 PM”. Applications received after the said date and time will not be considered for evaluation. ASDM will not be responsible for postal delay or any other reason whatsoever for late delivery of online/ hard copy applications.**
- 5. Applications received incomplete or without containing the mandatory documents as per the requirement of the post or as mentioned in clause 1 above will be rejected and not considered for evaluation.**

**Sd/-  
Mission Director  
Assam Skill Development Mission**