

Assam State Disaster Management Authority

Application in prescribed form along with attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates, salary slips, etc. are invited for engagement on contractual basis under Assam State Disaster Management Authority (AIRBMP World Bank Project):

The applicants have to appear for a written test / interview, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before appearing, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

Sl. No.	Name of the Post	No. of posts
1	Senior Engineering Consultant (Civil)	1 (One) No.
2	Site Engineer Consultant (Civil)	2 (Two) Nos.

Last date of submission of application is **2nd December 2025, 5 PM**

Further details and prescribed application form may be seen/ downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in> Assam State Disaster Management Authority (ASDMA),

Application may be submitted at the below address:

**The Project Director, AIRBMP
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006, Assam.**

Any false declaration / submission of false documents and canvassing in any form will lead to disqualification. Mobile Phone will not be allowed in the Interview Hall. No application will be received through email/fax.

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>

The applicant should mention the name of the post applied for on the top of the envelope containing the application.

Digitally signed by
MEENAKSHI DAS NATH
Date: 15-11-2025

Project Director

Assam Integrated River Basin Management Program
Assam State Disaster Management Authority.

TERMS OF REFERENCE FOR

Senior Consultant (Civil Construction), AIRBMP, PIU-ASDMA

Contracting Agency	Assam State Disaster Management Authority
Reporting To	Project Director, AIRBMP, PIU-ASDMA
Duration	1 year with possible extension based on performance
Type of employment	Contractual - Full time

(A) BACKGROUND OF THE PROGRAM

The Assam Integrated River Basin Program (AIRBMP) is a ten-year program (2023-33) with three overlapping phases being undertaken by the Government of Assam (GoA) and financed by the World Bank. The program seeks to support Assam to reduce the vulnerability of people to climate-related disasters and improve integrated water resources management (IWRM). With an overall financing envelope of USD 500 million, the program is anchored at the Flood and River Erosion Management Agency of Assam (FREMAA) as the Project Management Unit (PMU) with the Water Resources Department (WRD) and Assam State Disaster Management Authority (ASDMA) as the Project Implementation Units (PIU) for Component 2 & 3 respectively.

In Phase I, ASDMA will implement a series of critical construction-related interventions aimed at strengthening disaster resilience and preparedness across Assam. These include: (i) construction of new multipurpose flood shelters and upgrading of existing school-based shelters to ensure safe for vulnerable populations; (ii) establishment of resilient housing demonstration units and other technical demonstration structures at the village level to promote disaster-resilient construction practices; (iii) upgradation of the Assam Central Training Institute (CTI) to develop state-of-the-art facilities for training in specialized life-saving skills; and (iv) creation of dedicated material banks at the circle level for secure storage and ready mobilization of CQRT equipment during emergencies.

Phase 1 is underway with a PIU in place, and ASDMA now seeks to recruit a Senior Consultant (Civil Construction) to support the Component Lead Flood Shelter and Technical Lead Flood Shelter in supervising construction activities across multiple locations in Assam.

(B) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to ensure quality construction, timely delivery, and sound contract management of various civil works under component 3 of AIRBMP. The Technical Consultant will be engaged to guide and supervise construction activities and to provide expert support in contract administration.

(C) SCOPE OF WORK¹

¹ **Note:** the CEO/Project Director, AIRBMP, PIU-ASDMA reserves the right to change, update or modify this ToR based on requirement

The Senior Consultant (Civil Construction) will work in Close Coordination with the Engineers of PIU-ASDMA. Key tasks include, but are not limited to:

- I. Provide overall strategic oversight of civil works supervision, ensuring 100% compliance with approved drawings, specifications, quality benchmarks, and safety standards across all project sites.
- II. Lead and endorse quarterly technical audits of major civil works, ensuring findings directly inform project-level decision-making and contract enforcement.
- III. Undertake site visits on a priority and risk-based basis, issue written directives within three working days, and ensure compliance follow-up is completed by site teams.
- IV. Advise PIU-ASDMA on complex contractual matters, reviewing instructions, variations, claims, and extensions of time to safeguard project interests.
- V. Approve and validate interim payment certificates after rigorous verification of measurements, compliance, and deliverables before recommending for release.
- VI. Identify systemic technical and contractual risks early, provide written advisories with actionable solutions within five working days, and monitor resolution to closure.
- VII. Oversee implementation of corrective measures across sites, ensuring timely compliance and escalation of unresolved issues to the Project Director/CEO.
- VIII. Ensure full adherence to environmental, social, and safety safeguard requirements, instituting a zero-tolerance policy for violations and reporting non-compliances immediately.
- IX. Oversee preparation and submission of all audit and inspection documentation, ensuring accuracy, completeness, and timeliness as per World Bank and Government requirements.
- X. Lead coordination with PWD officers, contractors, consultants, and PIU engineers; ensure key decisions and minutes of meetings are issued formally within two working days.
- XI. Chair Monthly Progress Review Meetings with contractors, consultants, and PIU officials; ensure that critical decisions are tracked through an action matrix with defined responsibilities and deadlines.
- XII. Submit consolidated monthly progress and quality assurance reports by the 5th of the following month, highlighting systemic issues, corrective actions taken, and strategic recommendations for senior management

(D) QUALIFICATIONS AND COMPETENCIES

- I. **The Candidate should be retired** from any State/Public Sector Enterprise/ State Autonomous, Central PSU/Autonomous body or in State Government/ Central Government Department.
- II. **First Class B.E. / B. Tech in Civil Engineering/Graduation in Construction Management**
- III. The candidate should have minimum total **25 years** of working experience in senior, supervisory/managerial position. **The Candidate should have minimum 10 years of experience in building construction, supervision or contract management.** The applicant should have thorough knowledge and total exposure in Management, Construction Planning and Project Execution (Building Construction).
- IV. Experience in externally aided projects or Public Sector Undertaking (PSU).
- V. Women, Transgender and LGBTQ candidates will be given preference.
- VI. IT skills like usage of utility software including MS Office, Auto CAD etc. are desired.

(E) REMUNERATION

Remuneration will be on the basis of last pay minus pension. TA/DA and Allowances admissible as per project norms.

(F) REPORTING

The Consultant will report to the Project Director, AIRBMP, ASDMA who will also report on the performance to CEO, ASDMA for review.

TERMS OF REFERENCE

FOR

SITE ENGINEER (CIVIL CONSTRUCTION), AIRBMP, PIU-ASDMA

Contracting Agency	Assam State Disaster Management Authority
Reporting To	Project Director, AIRBMP, PIU-ASDMA
Duration	1 year with possible extension based on performance
Type of employment	Contractual - Full time

(A) BACKGROUND OF THE PROGRAM

The Assam Integrated River Basin Program (AIRBMP) is a ten-year program (2023-33) with three overlapping phases being undertaken by the Government of Assam (GoA) and financed by the World Bank. The program seeks to support Assam to reduce the vulnerability of people to climate-related disasters and improve integrated water resources management (IWRM). With an overall financing envelope of USD 500 million, the program is anchored at the Flood and River Erosion Management Agency of Assam (FREMAA) as the Project Management Unit (PMU) with the Water Resources Department (WRD) and Assam State Disaster Management Authority (ASDMA) as the Project Implementation Units (PIU) for Component 2 & 3 respectively.

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Phase 1 is underway with a PIU in place, and ASDMA now seeks to recruit a Site Engineer (Civil Construction) to support the Component Lead and Technical Lead in supervising construction activities across multiple locations in Assam.

(B) OBJECTIVES OF THE POSITION

The Site Engineer (Civil) will be responsible for day-to-day supervision of construction works under ASDMA's AIRBMP project, ensuring that all activities follow approved designs, technical standards, safety norms, and World Bank guidelines, while maintaining quality control at the site level.

(C) SCOPE OF WORK¹

¹ **Note:** the CEO/Project Director, AIRBMP, PIU-ASDMA reserves the right to change, update or modify this ToR based on requirement

The Consultant shall work in close coordination with Lead Flood Shelter and Technical Lead Flood Shelter of PIU-ASDMA. Key tasks include, but are not limited to:

- I. Supervise civil works under Component 3 of AIRBMP through regular site visits.
- II. Ensure adherence to approved drawings, specifications, quality standards, and safety norms.
- III. Verify construction materials and maintain records of tests and quality checks.
- IV. Provide corrective feedback based on field observations and inputs from consultants.
- V. Coordinate with PWD engineers, contractors, consultants, and local authorities to resolve site issues.
- VI. Prepare and submit progress updates, monthly reports, and site documentation (as-built drawings, completion reports, test reports, etc.) to the Project Director.
- VII. Organize site meetings and maintain records, including minutes and relevant documentation.
- VIII. Ensure compliance with environmental, social, and safety standards as per Government and World Bank norms.
- IX. Support documentation and records required for audits and inspections.

(D) QUALIFICATIONS AND COMPETENCIES

- I. Full time B.E./B. Tech/ in Civil Engineering/ Construction Management from a AICTE recognized institution or Diploma in Civil Engineering from a AICTE recognized institution.
- II. A minimum of **3 years of post-qualification relevant experience** in supervising civil construction, construction management of public infrastructure and execution of civil Works (buildings) for B.E. / B. Tech in Civil Engineering/ Construction Management applicant. The minimum relevant post qualification experience requirement for **Diploma in Civil Engineering is 6 years.**
- III. Significant experience in supervising large construction contracts, including the use of project management tools and knowledge of good practices for effective construction management.
- IV. Experience in externally aided projects or Public Sector Undertaking (PSU) or any leading private construction company at national level will be preferred.
- V. Women, Transgender and LGBTQ candidates will be given preference.
- VI. Excellent IT skills like usage of utility software including MS Office, Auto CAD etc.

(E) REMUNERATION

INR 50,000/- to INR 60,000/- per month (inclusive of local taxes) and will be finalized and fixed during negotiations based on the qualifications and experience. TA/DA and allowances admissible as per project norms.

(F) REPORTING

The Incumbent will report to the Project Director, AIRBMP, ASDMA who will also report on the performance to CEO, ASDMA for review. Moreover, the Site Engineer (Civil Construction) will work under the guidance of the Flood Shelter Component Lead for day-to-day tasks and technical direction.

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts]:

Senior Engineering Consultant (Civil)	
Site Engineer Consultant (Civil)	

Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board / University Examinations.
- Please enclose copies of work experience certificates, if any.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Gender : Male ☐ Female ☐

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date Month Year

4. Complete Age as on (01-01-2025) Years.

5. Caste: ☐ SC ☐ ST ☐ OBC ☐ Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

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Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(Degree)					
(Post Graduate)					

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

[illegible][illegible]

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17. Permanent Address of the Applicant:

Pin Code:

18. Email ID:

19. Telephone/ Mobile No.(s):

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20. Distinction / Award / Special Achievements / Extra Curricular Activities (attach a separate sheet if required):

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for educational qualification, work experience and age.
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- **APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.**
- **PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.**