

Assam State Disaster Management Authority**Vacancy Announcement**

Applications along with Prescribed Application Form, attested copies of all certificates, mark sheets, recent passport size photo, experience certificates etc., are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA (AIRBMP Project).

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, 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 applying, 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. Canvassing in any form will lead to summary disqualification.

Sl. no.	Name of the Post	No. of posts	Last date/time of submission of applications
1	Human Resource Specialist (HRS)	1 (one) No.	03-01-2025 / 5:00 PM
2	Office Management Executive (OME)	2 (two) nos.	01-01-2025 / 5:00 PM

**The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006, Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.

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

**State Project Coordinator,
Assam State Disaster Management Authority.**

Assam Integrated River Basin Management Project (AIRBMP)

TERMS OF REFERENCE (ToR) FOR HUMAN RESOURCE SPECIALIST (HRS) IN THE PIU OF ASDMA UNDER AIRBMP AT GUWAHATI.

a. BACKGROUND & OBJECTIVES OF THE PROJECT:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

Therefore, The Government of Assam (GoA) has associated with the World Bank for development of an integrated approach for river basin management in Assam. The Water Resources Department, Government of Assam thus has received through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The World Bank investment project is helping lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. The project components and specific activities of the project aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project also focuses on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

The Project Development Objective of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project components are as described below:

- Component 1– Institutional Strengthening and Strategic Studies
- Component 2– Water Resources Management Finances.
- Component 3– Disaster Risk Management.
- Component 4– Contingency Emergency Response.

The project is being implemented by the Flood and River Erosion Management Agency of Assam (FREMAA) and Assam State Disaster Management Authority (ASDMA) is one of the Project Implementing Units implementing Component 3 of the Project. ASDMA now invites applications from eligible Indian citizens to provide the Services of **Human Resource Specialist (HRS)**. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

b. OBJECTIVES OF THE ASSIGNMENT & SCOPE OF WORK:

Under the guidance and supervision of the **CEO/Project Officer, ASDMA**, the Human Resource Specialist (HRS) will inter alia be responsible for administering the overall Administrative & human resource development programs like training and capacity building, HRS would help the employees identify their strength and weak areas and set up processes so that employees build up on their

strengths and overcome the weaknesses. HRS will manage pay rolls, staffing, attendance, leave, incentives etc of the employees.

The key job responsibilities of the **Human Resource Specialist (HRS)** include:

1. Recruitment, Selection & onboarding

- Organise and carry out the recruitment process including placing of advertisements, conducting interview, selection process & formalizing documents for placements as per approved organization chart. Overseeing the recruitment of staff in accordance with project requirements including updating job descriptions, advertising, short listing as required
- To undertake all required pre-employment checks, assisting with completing background investigation discussing with key officials and documenting all records of employees.
- Communicate HR Policy of society to new joinee's and salary negotiation and contract finalisation.
- To conduct induction program about project to new joinee's and issue ID cards.

2. Payroll Management & Appraisal

- Ensure relevant information about staff's attendance is maintained and after necessary deductions as per HR policy, generate payroll report and give to finance department & follow up for payment release
- Ensure performance appraisal process and provide assistance to PD in performance review of the staff
- Assist Society in updating the HR Policy, as and when needed
- Keep track of contract dates for all staff, consultants and ensure timely renewal for same in discussion with management.
- Processing promotions and terminations of the employees as per PD/competent authority.
- Ensure positions in approved organization chart are filled in line with the TOR requirements
- Ensure legal compliance are followed and adhered to the employment and labor laws.
- Ensure maintaining personnel files of all staff and maintain electronic & hard copy of personnel record systems containing all Employment-related information including old employments records, personnel details, absence, holidays, starters and leaves, benefits etc.

3. Training & Capacity Building

- Conduct training and capacity building of the staff of ASDMA and other project implementation units (PIUs) to ensure maintenance of separate books of accounts for the project and related documentation.
- To assist the Advisors in matters related to capacity building of the organizations, especially in Navigational skills.
- Administering human resource development programs, conducting on-the-job trainings and evaluation of the effectiveness of training programs for the staff.

4. Other Tasks:

- Assist in implementing strategic human resource policies that enables Organization to effectively fulfill its mandate by recruiting the right type of staff, and deploying and developing them effectively;
- Administer the letters of appointments (new letter of appointment or extension) and other personnel documents in relation to staff appointment;
- Update and maintain the record of staff members' in soft copies in cloud system;
- Maintain Consultant register, administer agreement/contract and the documents filing of Consultants;
- Ensure to maintain and update the accurate job descriptions within the organization;

- o Maintain health insurance, safeguarding and wellbeing matters related to staff;
- o Maintain the leave record management system and verify annual leave records;
- o Assist in coordinating training activities for staff in line with human resource development strategy;
- o Organise probationary and annual performance evaluation exercises for staff;
- o Prepare exit separation documents for staff members leaving org.
- o Coordinate and carry out day-to-day HR functions of the organization.
- o Attend and present at monthly and weekly internal meetings.
- o Performing the contract renewal and monitoring staff appraisals on timely basis.
- o Oversee the management all office facilities including IT, furniture and fixtures, office security, office equipment & machinery, general office safety and staff safety.
- o Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of accounts.
- o Responsible for overall coordination and supervision of Administration and Finance Division.
- o He/she will also look after legal matters and assist the standing council in drafting
- o Ensure timely settlement of bills (receipts and payments) and invoices by making sure that the bills and vouchers processed by the subordinates are as per rules.

5 Administration:

- o Responsible for Housekeeping, Security and Safety of office premises
- o Arrange for visitors facilitation, follow up for requirements/problems etc.
- o To provide all administration support in booking venues including liaising with course providers and Attendees and maintaining records.
- o Arrange travel accommodations and process expense forms, check all travel bills. Provide secretarial services including handling correspondence, filing and managing team calendar;
- o Managing databases related to relevant contacts, consultants, partners, etc.;
- o Administer procurement of goods and services required for the office;
- o Manage the administrative requirements for the repair and maintenance of office equipment;
- o Assist in facilitating necessary permits/licences/tax from government agencies;
- o Ensure adherence to the Centre administrative rules and procedures;
- o Prepare tenders and administer tender awards and contracts process;
- o Communicate with all Project Teams to adhere to all necessary aspects of external affairs
- o Develop, update in a timely manner and implement general administrative procedures of org.
- o Monitor and guide the Administrative, Finance, HR, and Procurement Officer to effectively carry out the administration, property management/ maintenance.
- o Manage office supplies stock and place orders, Prepare regular reports on expenses and office budgets.
- o Organize a filing system for important and confidential company documents. Maintain a company calendar and schedule appointments. Book meeting rooms as required.
- o Any other work as directed by the CEO/ Project Officer, AIRBMP of ASDMA from time to time.

c. ESSENTIAL QUALIFICATION AND EXPERIENCE:

1. **Educational Qualification:** MBA in Human Resource (HR) Management from any Govt. recognized University/Institution.
2. Minimum 7 to 10 years of work experience in Human resource management in a senior position in a reputed public/private sector agency.
3. **Computer Skills:** Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications
4. **Language:** Good knowledge of written and spoken English & Assamese will be added advantage.

d. **Age: No age bar applicable as per World Bank Guidelines .**

e. **Competencies required:**

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts. Excellent computer and document processing skills.

f. **Duration of Contract, Notice Period :**

- The duration shall be for minimum period of **one (1) year**, to be reviewed and renewed based on performance and work requirement. The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.
- The contract with **HRS** may be terminated by either side at any point of time during the contractual period by serving a **30 days' notice** without assigning any reason and without there by incurring any liability to the CEO/Project Head/Officer/Govt of Assam/Department. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the project closing date. The CEO/Project Head/Officer/Govt of Assam/Department shall not undertake any responsibility for subsequent deployment of **HRS**.
- The **HRS** shall not assign or sub-contract, in whole or in part, his/her obligations except with the Reporting Officers' prior written consent. The **HRS** will have to serve the project on full-time basis. He/she will provide services from the office of the ASDMA.

g. **Reporting and Performance Review:**

The **HRS** will report to the CEO/Project Head/Officer of ASDMA. The work and performance of the Specialist shall be reviewed by the CEO/Project Head/Officer on a half yearly and annual basis.

h. **Facilities to be provided by the Client (ASDMA) :**

ASDMA will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities, upon the request of Specialist.
- The applicant should be physically fit to undertake extensive field visit within and outside the state.
- The Selection Committee reserves the power of selecting any candidate depending on the fitment of his candidature vis-à-vis the position advertised even if it requires relaxation in certain qualification criteria.

i. **Remuneration:**

The consolidated fixed remuneration of the **HRS** shall be within the range of **₹95,000/- to ₹1,50,000/- per month**. Taxes as applicable shall be dealt with as per applicable laws. **TA/DA** and Allowances admissible as per project norms.

Note: This is a draft ToR and CEO/Project Head/Officer, AIRBMP reserves the right to change, update

or modify this ToR at any stage till recruitment process is completed.

Project Officer - AIRBMP,
Assam State Disaster Management Authority.

Assam Integrated River Basin Management Project (AIRBMP)

Terms of Reference (ToR) for Office Management Executive (OME) under AIRBMP, ASDMA

A. BACKGROUND & OBJECTIVES OF THE PROJECT

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. The Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

The Project Development Objective of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project components are as described below:

- Component 1 – Institutional Strengthening.
- Component 2 – Integrated River Basin Planning and Demonstrative Investments.
- Component 3 – Flood and Erosion Management.
- Component 4 – Project Management
- Component 5 – Contingency Emergency Response Component (CERC)

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

The scope of the assignment includes overall orderly management of office. The broad objective of the assignment includes ensuring that the day to day activities of the office are conducted smoothly including record keeping, logistical arrangements for meetings, events etc.

The key job responsibilities of the **OME** include:

- a. Organizing day-to-day schedule for of the concerned office. To accurately pass all incoming information to relevant staff as well as coordination between Project Officer and other members.
- b. Answering incoming telephone calls, typing letters and other correspondence by order of Project Officer and dealing with other office matters which are approved by his/her reporting officer or the Department's Coordinator in Project Implementation Unit (PIU);
- c. Ensuring clear and, depending on confidentiality, database management of all incoming and out-going documentation;

- d. Efficiently organizing, maintaining and safekeeping of PIU office files and providing files/file information to the members/Project Officer as and when required;
- e. Operating petty cash/ small impress amounts in consultation and as authorized by the Finance Management Specialist (FMS)/Accountant;
- f. Ensuring smooth and efficient logistical arrangements for all meetings, seminars, conferences and training sessions organized by the PIU. Typing the minutes of meeting/ record notes from handwritten notes, etc.;
- g. Provide for short translations from Assamese to English and vice versa;
- h. Using computer and word processing, drafting notes and other such documents from dictation or source material, as the case maybe;
- i. Stocking and supply of office supplies, stationery etc. to PIU members and alerting the FMS for replenishment of stock before it gets exhausted;
- j. Ensuring effective mail management, receiving and sending (letters, faxes, e-mail), taking prints of mails and putting up in relevant files in consultation with and as authorized by Project Officer and other members of PIU;
- k. Perform any other related tasks as determined by Project Officer of PIU and other members of the PIU.

(C) ESSENTIAL QUALIFICATIONS & EXPERIENCE

1. **Educational Qualification:** The OME should possess least a Graduate (minimum three years duration) degree in any field from recognized University/institution.
2. **Working Experience:** The OME must have at least **(2) two** years' experience in office management / secretarial work in any public or private sector organization.
3. **Computer Skills:** Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications like (Word, Excel, Power Point, etc.) including email.
4. **Language:** Fluency in English is a must. Preference will be given to candidates with local languages.
5. **Age:** Age of the candidate should not be more than **35 years** as on **1st January, 2024**.

D. DURATION OF THE CONTRACT, NOTICE PERIOD, ETC.

1. The tenure of OME is 1 (one) year. However, continuity of the OME beyond 1 (one) year from the date of signing the agreement will depend upon his/her performance.
2. The contract with OME may be terminated by either side at any point of time during the contractual period by serving a 15 days' notice without assigning any reason and without thereby incurring any liability to the Department/ Govt. of Assam/ AIRBMP. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the project's closing date. The Department/ Govt. of Assam/ AIRBMP shall not undertake any responsibility for subsequent deployment of OME.
3. The OME shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Project Officer's prior written consent. The OME will have to serve the project on full time basis. He/she will provide services from the Office of the PIU.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

1. The consolidated fixed remuneration of the OME shall be **₹25,000/- per month**. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc.
2. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
3. The provisions of leave would be as per prevailing project rules.

(F) REPORTING & PERFORMANCE REVIEW

1. OME reports to the Project Officer, PIU. In the absence of Project Officer, OME will report to the Alternate Nodal Officer. The performance of the OME will be evaluated by Project Officer.

G. FACILITIES TO BE PROVIDED TO OME

1. Access to required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **OME** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer/office consumables, and internet access.

**Project Officer – AIRBMP,
Assam State Disaster Management Authority.**



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]:

Human Resource Specialist (HRS)

Office Management Executive (OME)

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.
- Please enclose copies of relevant certificate relating to proficiency in Computer Application.
- Employment Exchange Registration Card, if available.
- The LAST DATE of submission should be strictly adhered to.
- 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. Sex : Male Female

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

Date Month Year

4. Complete Age as on (01-01-2024) 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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10. Educational Qualifications (HSLC/ HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(HSLC or Equivalent)					
(Higher Secondary)					
(Degree)					

11. Other Qualifications, If any:

12. Computer Proficiency (Minimum 6 months course) (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

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

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

Pin Code:

17. Permanent Address of the Applicant:

Pin Code:

18. Email ID, if any:

19. Telephone/ Mobile No.(s), if any:

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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 / Computer Proficiency 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.**

NOTE:

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES **THE CHIEF EXECUTIVE OFFICER, ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASDMA BUILDING, ASSAM SECRETARIAT, OPP. SECTT. BR. OF SBI, DISPUR, GUWAHATI-06**, ON OR BEFORE THE CLOSING DATE. APPLICATIONS NOT RECEIVED OR DELIVERED AT ASDMA OFFICE WITHIN THE FIXED DATE AND TIME FOR THE PURPOSE OR NOT SUBMITTED IN THE MANNER PRESCRIBED WILL NOT BE CONSIDERED. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCE.