

**ASSAM URBAN INFRASTRUCTURE DEVELOPMENT AND FINANCE CORPORATION LTD.**  
**Department of Housing and Urban Affairs**

4<sup>th</sup> Floor, Aditya Tower, Opp. Down Town Hospital, Guwahati, Assam-781006

No.AUIDFCL/62/2024/13

Date:20.09.2022

**VACANCY**

Applications are invited against the following contractual position in under Assam Urban Infrastructure Development & Finance Corporation Ltd. (AUIDFCL), Government of Assam. Eligible candidates may submit their applications as per given format along with self-attested documents of Educational Qualifications, Work Experience, Proof of Birth and colored passport size photograph to the office of the Managing Director, AUIDFCL via email [career.auidfcl@gmail.com](mailto:career.auidfcl@gmail.com), latest by **24:00hrs on 31<sup>st</sup> July 2024**. Detailed TOR & Application Procedure can be seen in the website <https://dohua.assam.gov.in>

Sl. No.	Positions	Qualification & Experience	No of Position	Remuneration Per Annum*
1	<b>AGM (Technical)</b>	<ul style="list-style-type: none"><li>Master's degree in Civil Engineering over a basic Bachelor's degree from a recognized University in Civil Engineering. Additional qualification in MBA/Law degree is preferred.</li><li>Overall, 18 years of successful track record in planning and execution of mega infrastructure projects in high rise building, drainage, water supply, well foundation and bridges.</li><li>Experience in preparation of DPR, concept reports, PPR, project DPR for multi-lateral funding agencies, Govt. of India funding, tender document RFP is essential.</li><li>Must have good administrative skills and experience liaising with various departments/agencies and stakeholders for project coordination.</li><li>Experience in working Government/PSU and with Externally Aided Project will be preferred.</li><li>Age limit 50 years as on 1<sup>st</sup> January 2024</li></ul>	1	Rs. 15-18 Lakh
2	<b>Sr. Manager (IT &amp; EAP)</b>	<ul style="list-style-type: none"><li>Bachelor in Computer Science/IT/Master in Computer Application from a recognized and reputed university/ institute.</li><li>12 years of post-qualification experience and atleast 7 years of experience in handling any EAP/ADB/World Bank funded project in project preparation as well as completion, knowledge of project readiness criteria of DEA, procedure of project/loan appraisal to loan signing, consultancy management or large-scale Government Projects.</li><li>Experience of working/supporting GoI/State Government/ULB or similar institution environment in end-to-end implementation of ICT centric e-governance/ Mission mode projects.</li></ul>	1	Rs. 12- 15 Lakh

Sl. No.	Positions	Qualification & Experience	No of Position	Remuneration Per Annum*
		<ul style="list-style-type: none"> <li>Must have good administrative and liaising skills with experience of coordinating Central Ministries and Multilateral Development Banks.</li> <li>Experience in handling MIS/dashboard, software development, web-based MIS, project performance management etc.</li> <li>Age limit 45 years as on 1<sup>st</sup> January 2024</li> </ul>		
3	<b>Asst Manager-Technical</b>	<ul style="list-style-type: none"> <li>Bachelor's degree from a recognized University in Civil Engineering or equivalent.</li> <li>Master's degree in Public Health Engineering/ Structural Engineering or equivalent is preferred.</li> <li>5 Years of Experience for candidate having master degree and 8 years' experience having only graduate degree in engineering</li> <li>4 years specific experience as <b>Water Supply Engineer</b> in undertaking planning and execution/detailed engineering design work for major water supply projects consists of headworks, WTP, ESR, distribution networks, household connections including related infrastructure.</li> <li>Age limit 40 years as on 1<sup>st</sup> January 2024</li> </ul>	2	Rs. 6-10 Lakh
4	<b>HR Associates</b>	<ul style="list-style-type: none"> <li>MBA from a recognized University in Human Resource.</li> <li>3-5 years of post-qualification experience in Human resources management including recruitment, information system management, employee relations etc.</li> <li>Experience in monitoring timely update of personnel records such as personal details, position, salary, appraisal outcomes, leave records, training etc.</li> <li>Must have ability to quickly learn the HR system of the organization and understand its policies and management system.</li> <li>Must be computer literate and should have knowledge MS-Office, Internet, e-mail etc.</li> <li>Age limit 40 years as on 1<sup>st</sup> January 2024</li> </ul>	1	Rs. 4.8-6 Lakh
<b>Total Positions</b>			<b>5</b>	

- All positions are contractual and initially for a period of 11 months.
- The remuneration is indicative and the remuneration for the above-mentioned posts will be subject to negotiations, existing pay package, performance, skill and delivery.
- Only shortlisted candidates will be called for interview/written test via email. The candidates are requested to attend the interview/written test at their own cost.
- No TA/DA will be provided to the candidates for appearing in the interview/written test.
- Any application received after end date and time shall not be considered.
- Screening and eligibility shall be solely decided by the selection committee.

-Sd-  
**Managing Director, AUIDFCL**

## **About AUIDFCL:**

To enable holistic and efficient development in urban sector of the State the Cabinet has approved the establishment of the Assam Urban Infrastructure Development and Finance Corporation Ltd. (AUIDFCL) under Department of Housing and Urban Affairs (DoHUA), Govt. of Assam. The AUIDFCL has been registered under Company Act, 2013 and the Certificate of Incorporation has been issued by the Ministry of Corporate Affairs on 31.10.2022.

The salient features of the Company is to act as single Nodal Agency for all Multi-lateral Financing Institutions (MFI), Govt. of India (GoI) and Govt. of Assam (GoA) funded projects and Missions by merging Project management Units (PMUs)/National Missions to provide assistance and consultancy to urban development verticals, preparation of Detailed Project reports (DPRs), implement projects including municipal e-Governance, facilitating access of Urban Local Bodies (ULBs), conceptualize and implement Institutional as well as financial reforms, provide technical and other assistance for development of projects and implementation of Master Plans etc.

The AUIDFCL will also execute an Externally Aided Project – Assam Urban Sector Development Project (AUSDP) worth INR 1250 Cr. with the financial assistance from Asian Development Bank (ADB). The Project includes implementation of water supply schemes in 6 towns of Assam viz. Nalbari, Barpeta, Goalpara, Dhubri, Bongaigaon and Golaghat; storm water drainage for Bahini and Hatinala basins in Guwahati City and various reforms as well as institutional/capacity development Components.

## **TERMS OF REFERENCE (TOR) OF POSITIONS:**

### **1. Name of the position: Asst General Manager (Technical)**

#### **Job Responsibility:**

- To assist and provide overall support to the management unit in smooth implementation of projects planned under the AUIDFCL.
- To ensure that the activities of the ongoing projects under AUIDFCL are progressing as per the Procurement Plan / Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
- Support the management and PMCS and implementing agencies in documentation, monitoring, verification, compliances related to all works planned in the project.
- Responsible for overseeing implementation of works by the concerned implementing agency/consultants/contractor according to the specifications, drawings, design and BOQ of the contract agreement including settlement of disputes, preparation of legal documents and to assist in arbitrations.
- Preparation of bill of quantities, checking of RA bills, supervision of work at site
- Ensure adherence to all standards including quality standards and safety standards
- Responsible for monitoring the work of various contractors and consultants including PMSC.
- Attending Central and State Governments review meetings, organizing, and/or implementing project review meetings with PIUs/MDB and follow up on the action taken report as and when directed.
- Assist in official communications and ensure smooth coordination among other Stakeholder Departments, agencies and the MDBs.
- Any other work assigned by Authority from time to time.

## **2. Name of the position: Sr. Manager (IT &EAP)**

### **Job Responsibility:**

- Overall responsible for **IT/MIS/Software/EAP co-ordination** related matters of the company
- Provide technical leadership in initiating and managing ICT operations of the AUIDFCL including long-term sustenance.
- Continuously monitor Service levels of the ICT infrastructure and implementing improvement / risk management / best practices plans and managing service contracts.
- Management and maintenance of MIS framework for the project and regular maintenance of the same for reporting it to senior management.
- Regular progress monitoring for timely implementation of e-governance/MIS.
- Capacity building and training in MIS and ICT solution
- Support in developing all e-governance solution to be housed under the organization.
- Reconfirm the baseline indicators of the project for outcome and output monitoring of the project and develop monitoring parameters as per the indicators.
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Regular coordination with Multilateral Development Banks, Central Ministries, State Government Departments/Stakeholders concerned and other Stakeholders.
- Arrange meetings and lesioning with personnels concerned.
- Ensure operations adhere to policies/regulations and manage schedules and deadlines of time bound actions plans
- Any other work assigned by Authority from time to time

## **3. Name of the position: Asst Manager – Technical**

### **Job Responsibility:**

- To assist and provide overall support to the management unit in smooth implementation of projects planned under the AUIDFCL Responsible for implementation of the scope of water supply projects under AUIDFCL
- Checking of designs submitted by PMSC/PMC contractor and review of DPRs
- Responsible for monitoring the work of various contractors and consultants including PMCs
- Preparation of bill of quantities, checking of RA bills, supervision of work at site
- Contract management with respect to water supply projects
- Ensure projects are completed in time and within budget while working within the project's scope of work (SOW)
- Responsible for preparation of project reports for presentation to management and management review
- Ensure adherence to all standards including quality standards and safety standards

#### **4. Name of the position: Human Resource- Associate**

##### **Job Responsibility:**

- Overall, in-charge of coordinating and implementing Human Resource policies, management functions, administrative control etc. in the organization
- Identify, analyze, scale and implement best practices suited for the organization through effective HR interventions
- Support in administration matters
- Develop and implementation of all administrative processes and procedures in consultation with other senior positions
- Develop and implement recruitment, growth and retention policies
- Conceptualize and define and drive Talent Management initiatives around Competency Mapping, Performance and Engagement
- Work closely with leadership to define the Learning & Development Strategy and Framework in alignment with Company Values and Competency framework
- Ensure effective roll out and delivery of all HR and talent management interventions
- Provide regular performance management guidance to employees
- Manage and resolve employee relations issues
- Assisting in compliances related to employees
- Collaborate with others to maintain a good working environment
- Maintain and manage employee information system
- Any other task as assigned by the supervisor
- Provide all administrative support to MD/ AMD

**APPLICATION FORM FOR THE POSITION OF.....**

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband' s Name :**
3. **Mother's Name :**
4. **Gender:**
5. **Marital Status :**
6. **Nationality** (attach a copy of evidence):
7. **Permanent Postal Address** (attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Mobile No. (WhatsApp messenger) :**
12. **Email ID :**
13. **Passport No. (If available)**(attach a copy): .....
14. **Date of Birth** (attach a copy of evidence)(dd/mm/yyyy):
15. **Age (As on 30<sup>th</sup> June' 2024) :** \_\_\_\_\_Years \_\_\_\_\_ month(s)
16. **Current Designation:**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification** (attach a copies of certificates):



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. **Training details relevant to the position applied** (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. **Total Professional Experience :** \_\_\_\_\_ Years \_\_\_\_\_ month(s)

21. **Details of Professional Experience (Starting from latest \*\*) (attach copies of experience certificates):**

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided


\*\* Attach latest salary certificate.

**22. Languages proficiency:** (please tick ✓)

Sl.	Language	Read	Write	Speak

**23. Names and addresses of two persons from whom we may seek reference about you:**

*(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)*

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

**24. Do you have any criminal or corruption charges against you?** *(If yes furnish details)*

**25. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** *(If yes furnish details)*

**26. Have you ever been discharged or forced to resign from any position?** *(If yes furnish details)*

<p><b>Declaration:</b> I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AUIDFCL to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AUIDFCL would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p>	
Date:	Signature of the Candidate
Place :	

**IMPORTANT Notes:**

- Candidates shall complete this application in not more than 6 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.**
- Self attested copies of all the relevant certificates/testimonials needs to be brought along with the application while appearing the Walk-In Interview. Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**