

Terms of Reference (TOR) & Application Procedure

For the post of Additional Program Manager in PIU –Dibrugarh of AUIIP.

1. Brief about AUIIP

The Assam Urban Infrastructure Investment Program (AUIIP), the Program, funded by Asian Development Bank (ADB), is a key urban infrastructure initiative of the Government of Assam (GoA) in the cities of Guwahati and Dibrugarh, through the South East Guwahati Water Supply Scheme in Guwahati and DTP Drain & Solid Waste Management projects in Dibrugarh. AUIIP consist of Program Management Unit (PMU) which manages and implements its projects through two Project Implementation Units (PIUs) each in Guwahati & Dibrugarh.

2. No. of Positions : 01 (One)

Project Director, AUIIP intends to recruit and fill the vacant position of one Additional Program Manager in AUIIP.

3. Place of Posting : Project Implementation Unit (PIU) in Dibrugarh of AUIIP.

4. Age ,Qualification, Experience & Skills:

I. **Age:** Applicant should not be more than 55 years as on 1st Aug, 2018.

II. **Educational Qualification:** Full time B.E. / B.Tech Graduate in Civil Engineering from a recognized University or AICTE affiliated Institution with more than 55% or equivalent marks. Having post graduate degree would be an added advantage.

III. **Working Experience:** Minimum 15 years of experience in supervision of works related to water-supply, sewerage or sanitation.

IV. **Computer Skills:** Must have proficiency in the use of internet application, MS Word, MS Excel & MS Power point.

V. Working Skills:

- Knowledge of CVC/ FIDIC guidelines under contract management & procurement is a must.
- Knowledge of preparation of project's cost estimate, DPR, Bid Document is preferred.
- Fluency in English, Hindi and Assamese is a must.
- Candidates should possess a good personality with managerial & good project management skills; should have analytical and planning skills and be able to work independently and in team.

5. Major Responsibility of the position:

- I. Overall responsible for proper management and functioning of PIU – Dibrugarh in both technical and administrative matter supported by technical and administrative staff.
- II. Checking IPC and RFI raised by contractor on the basis of actual work done and recommending the same to PMU for approval.
- III. Recommending PMU for approval of Contractor's claim, variation, extension of time, extra items etc.
- IV. Checking of technical reports, construction schedule, construction drawings, project implementation schedule, work progress reports, contract completion reports, project completion reports and forwarding to PMU for final approval.
- V. Co-ordination and liaising with the District Administration for various Government Clearance as and when required and attending various site meetings related to project.
- VI. Suggest remedies and solutions for solving the bottleneck in the pathway of project completion.
- VII. Have to carry out any duties & responsibilities entrusted upon by PD, AUIIP from time to time.

6. Conditions of Contract :

- I. **Duration of contract:** The tenure of Additional Program Manager (APM) is intended for entire duration of the project and co-terminus with the project period of AUIIP. However, the duration of the contract of this post will be initially for a period of eleven (11) months from the date of signing of the contract agreement. Continuity of the employee in this post is subject to his performance appraisal. The decision of the Project Director is final and binding in this regard.
- II. **Remuneration and Payment terms:**
 - The employee will be entitled to a consolidated remuneration of Rs. 65,000/- per month in respect of his services. Taxes as applicable will be dealt with as per applicable law.
 - Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per the HR policy.
 - The provision of leave would be as per the HR policy.
- III. **Termination of Contract:** The employer may terminate the agreement at any time due to any misconduct, misreporting, unsatisfactory performance or negligence in duty, by giving a 30 days' notice period or by giving one month's remuneration in advance. The employee may also resign with prior notice of one month.

7. Application Procedure:

- I. Interested candidates shall submit application in the prescribed Application Format at Annexure I.
- II. The application form should be submitted along with the following document:
 - Copies of Pass certificates (Xth , XIIth , Graduation, Post Graduation)
 - Copies of work experience certificate (including of the present job)
 - Copy of proof of D.O.B
 - Copy of latest salary certificate.

- III. All the above certificates/documents submitted should be self attested.
- IV. The envelope containing the application form should be addressed to The Project Director, AUIIP, clearly mentioning the post applied for.
- V. The applicants shall drop the application at the drop box placed at the Office of Project Director, AUIIP, 3rd Floor, Tripti Tower, Ganeshguri, near Hotel Ambarish ,Guwahati – 781005,.
- VI. The last date of submission of the application form is latest by 5:00 P.M on 21st August, 2018.
- VII. No query or follow up through email shall be entertained or replied to.

8. Rejection of application & Selection Criteria :

- I. Applicants not submitting application in the prescribed format at Annexure I shall be rejected.
- II. Applicants submitting incomplete Application Form shall be rejected
- III. Applicants not clearly mentioning the post applied for shall be rejected.
- IV. Applicants not producing any of the self attested documents specified in point no. 7 shall be rejected.
- V. Any application received after end date and time shall not be considered.
- VI. The list of shortlisted candidates shall be uploaded in the website <http://auiip.nic.in/> and an email of intimation confirming the date of interview shall be send to the shortlisted candidates.
- VII. Candidates should bring the original documents at the time of interview.
- VIII. Candidates having prior experience of working with externally/GOI aided/funded projects shall be preferred.
- IX. A minimum relaxation in age and years of working experiences shall be given to the Candidates with good working experiences & knowledge as per the position.
- X. Screening and eligibility shall be solely decided by the selection committee in the oral/written interview , constituted for the purpose.

(Note: Point no.5 includes certain major roles only; employee may have to indulge in various other activities related to AUIIP as per the designation.)