

Terms of Reference (TOR)

For the post of Assistant Project Officer (Technical) in PIU –Guwahati & 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 three (3) Assistant Project Officer (technical) in AUIIP.

3. Place of Posting:

Two posts in Project Implementation Unit (PIU), Guwahati and one post in Project Implementation Unit (PIU), Dibrugarh.

4. Age ,Qualification, Experience & Skills:

I. **Age:** Applicant should not be more than 45 years as on 30th June, 2019.

II. **Educational Qualification:** Full time B.E./B.Tech or Diploma in Civil Engineering from any recognized University or AICTE affiliated Institution with more than 60% or equivalent marks.

III. **Working Experience:** For full time B.E./B.Tech minimum 03 years of experience and for Diploma 05 years of experience in supervision of works related to water-supply, sewerage or sanitation is desired.

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

V. Working Skills:

- Knowledge of Methodology of Civil Works at site
- Knowledge of Technical Specification (Scope under Contracts) of civil works
- Knowledge of Quality Assurance & Quality Control of works under Scope of Contract during execution.
- Knowledge of CVC/ FIDIC guidelines is preferred.

5. Major Responsibilities of the position:

- I. Supervision of day to day construction works with measurements as per drawing.
- II. Monitoring contractor and checking of site register/site order book.
- III. Checking of works based on RFI (Request for Inspection) submitted by the contractors.
- IV. Checking of co-ordinates, levels reinforcement, excavation, cut and fill works, shuttering, PCC, RCC works etc.
- V. Verification of quality control by checking results of cube test sample.
- VI. Supervision of site works, pipe laying work with contractors and resolving of public grievance.
- VII. Assist Sr. Project Officer, PIU & Asst. Project Officer, PIU in all the site activities done.
- VIII. Performing other project related duties as assigned from time to time.
- IX. Any other responsibilities as entrusted by Project Director, AUIIP.

6. Conditions of Contract :

- I. **Duration of contract:** The tenure of Assistant Project Officer (Technical) 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. 30,000/- to Rs 50,000/- 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.