

## RECRUITMENT NOTICE

**World Bank Aided**  
**Assam Integrated River Basin Management Project (AIRBMP)**  
**Flood and River Erosion Management Agency of Assam (FREMAA)**  
*4<sup>th</sup> floor, Assam Water Centre, NH 37, Basistha Chariali, Guwahati - 781029*

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for the World Bank aided project "Assam Integrated River Basin Management Project (AIRBMP)" invites applications from eligible Indian citizens to provide the Services against the following position on contractual basis as mentioned in brief below. The interested candidates who fulfil the required qualification, experience and age may apply accordingly; in English language in the prescribed application format along with a signed cover-letter and self attested supporting documents. The detailed qualification, experience and age shall be as per the Terms of Reference (TOR). The TOR and prescribed application format may be downloaded from FREMAA's website at [www.fremaa.assam.gov.in](http://www.fremaa.assam.gov.in).

| S/N | Name and Number of Posts               | Essential Qualification and Experience   | Salary                               |
|-----|--|--|--------------------------------------|
| 1.  | Administrative Officer<br>One (01) No. | <b>Education Qualification:</b> Degree in any discipline from a recognized University/Institute with a minimum of 55% marks. Candidates having a Post Graduate degree in Management with specialization in HR/finance will be given preference. At least 5 years of <b>experience</b> in HR/office Administration/establishment works in a Government Office/PSU/Autonomous Body/private sector, etc, is required. <b>Skills:</b> Good drafting skills and proficiency in MS Word, Excel and Powerpoint is mandatory. Maximum <b>Age</b> limit is 45 years as on 01/01/2022. | Rs 50,000/- to Rs 70,000/- per month |

**Other General conditions:**

1. Selection would be through the process of interview.
2. The candidates shall have to bring all the original certificates/documents along with a set of self-attested copies of the same, for the interview, if shortlisted and called for interview. The Originals will be returned after corroboration with the self attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
3. Only Shortlisted candidates will be intimated and called for Interview/test.
4. The Salary within the above indicative range, will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (ii) performance in the interview.
5. In case, sufficient candidates with requisite experience in the field cited above are not available, FREMAA may shortlist candidates having lesser years of experience for the interview/test. However, if selected they will be offered a lower Salary.
6. FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and also reject applications submitted without assigning any reason, thereof.
7. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
8. Canvassing in any form will lead to disqualification and rejection.
9. Applications complete in all respects in the prescribed format available at FREMAA's website along with scanned copies of a signed cover letter and supporting documents of age, qualification and experience should be emailed to [ceo-fremaa@assam.gov.in](mailto:ceo-fremaa@assam.gov.in) / [hrms-fremaa@assam.gov.in](mailto:hrms-fremaa@assam.gov.in) and the subject line should be "APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER".and should reach the above mentioned email addresses latest by 16<sup>th</sup> July, 2022 by 5:00pm. Incomplete applications and applications received after the indicated deadline will not be accepted.

sd/-  
(Dr Jeevan B., IAS)  
Chief Executive Officer  
FREMAA

**Assam Integrated River Basin Management Project (AIRBMP)**  
**Terms of Reference for Administrative Officer**

**A. Background 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. 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 shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) under the Assam Water Resource Department.

- B. 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: Integrated Water and Flood/River Erosion Risk Management-WRD

Component 3: Integrated Flood/River Erosion Risk Management-ASDMA

Component 4: Contingent Emergency Response

- C. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency of Government of Assam under the Assam State Water Resource Department. FREMAA now **invites applications for the post of Administrative Officer** from eligible Indian citizens to provide the Services of the positions as mentioned below. 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 for the positions are as follows:**

**D. Eligibility Criteria:**

- i) Degree in any discipline from a recognized University/Institute with a minimum of 55% marks. Candidates having a Post Graduate degree in Management with specialization in HR/finance will be given preference.
- ii) At least 5 years of experience in HR/office Administration/establishment works in a Government Office/PSU/Autonomous Body/private sector, etc, is required.

- iii) Good drafting skills and proficiency in MS Word, Excel and Powerpoint is mandatory.
- iv) Maximum age limit is 45 years as on 01/01/2022.

**E. Scope of Services:**

- i) Provide general administrative support to the CEO in the PMU.
- ii) Provide support in organizing and conducting EB/GB meetings of FREMAA and ensuring statutory compliances of FREMAA as per the Societies Registration Act.
- iii) Monitor and coordinate the upkeep and maintenance of the premises of AWC with service providers as per contract agreements.
- iv) Supervise Grade IV staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback and support staff development opportunities in co-ordination;
- v) Administer and manage the logistics and contacts for services with service providers such as travel agents, hotels and office suppliers, etc;
- vi) Administer the daily office operations and coordinate logistic requirements of the PMU;
- vii) Maintenance of Stock registrar (both in hard and soft copy) of all office stationery, furniture, computers, laptops and other Non IT and IT equipments and peripherals.
- viii) Administer the petty cash system and ensure appropriate record keeping;
- ix) Arrange hospitality, purchase supplies to ensure the smooth running of the organization on a day to day and as required basis;
- x) Maintain the central filing system, general database and archive.
- xi) Provide administrative support for matters relating to the premises and operations including, security and transport;
- xii) Make necessary arrangements for visits of officers and delegations/Missions of ADB, World Bank, Government officials, etc, to project office and project sites.
- xiii) Provide technical assistance in carrying out HR activities in acceptance of the HR rules.
- xiv) Prepare correspondence, reports, and justifications related to specific and general administrative tasks within the area of responsibility, as necessary.
- xv) Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed;
- xvi) Any other work assigned by Authority from time to time.

**F. Reporting Requirements:**

The Administrative Officer will report to the HRM Specialist. The incumbent will submit monthly reports on significant administrative activities and issues. The work and performance of the officer shall be reviewed by the CEO, FREMAA on a periodic basis.

**G. Tenure / Duration:**

The contract with the incumbent would be signed initially for a period of one year and renewed based on performance as per HR policy of FREMAA.

**H. Responsibilities:**

The Administrative Officer shall be fully responsible to manage his day to day works with the HRM Specialist and Project team with high dedication, integrity and ethical behaviour. The incumbent should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts in force and as per the policies of the MDBs.

**I. Travel Requirements:**

The incumbent shall be based full time at the FREMAA project office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when necessary.

**J. Facilities to be Provided by the Client (WRD/FREMAA):**

FREMAA will provide the following facilities and services:

- i) Office space including furniture and utilities.
- ii) Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- iii) Counterpart staff to work with.

**K. Remuneration:**

Rs 50,000/- to Rs 70,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per FREMAA norms

**L. Selection Method:**

Selection will be done through the process of interview.

**M. Mode of Application:**

Applications should be emailed to [ceo-fremaa@assam.gov.in](mailto:ceo-fremaa@assam.gov.in) / [hrms-fremaa@assam.gov.in](mailto:hrms-fremaa@assam.gov.in) and the subject line should be “APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER”.

**N. Documents to be submitted:**

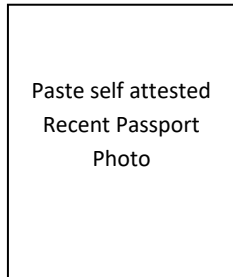
A Bio data/CV in the enclosed format with proper postal address, contact number and one passport size coloured photograph. Self attested copies of all certificates /marksheets pertaining to Age/Qualification/Experience etc. should be submitted with the applications.

**O. Last Date of Receipt of Application:**

Applications complete in all respects should reach the above mentioned email addresses by 16<sup>th</sup> July, 2022 by 5pm.

**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 1<sup>st</sup> Jan '2022) :** \_\_\_\_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 | Salary Drawn |
|-----|-------------|--------------|----------------|--------------|------------------------------|--------------|
|     |             |              |                |              |                              |              |
|     |             |              |                |              |                              |              |
|     |             |              |                |              |                              |              |
|     |             |              |                |              |                              |              |
|     |             |              |                |              |                              |              |
|     |             |              |                |              |                              |              |
|     |             |              |                |              |                              |              |
|     |             |              |                |              |                              |              |

\*\* Attach latest salary certificate.

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

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|--|

23. Languages proficiency: (please tick ✓)

| Sl. | Language | Read | Write | Speak |
|-----|----------|------|-------|-------|
|     |          |      |       |       |
|     |          |      |       |       |
|     |          |      |       |       |
|     |          |      |       |       |

24. Computer proficiency :

| Sl. | Program/Software/Applications | Excellent | Good | Average |
|-----|-------------------------------|-----------|------|---------|
|     |                               |           |      |         |
|     |                               |           |      |         |
|     |                               |           |      |         |
|     |                               |           |      |         |

25. 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. |   |         |          |           |

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

27. 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)

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

**Declaration:** 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 FREMAA 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 FREMAA would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :  
Place :

Signature of the Candidate

**IMPORTANT Notes:**

1. Candidates shall complete this application in not more than 8 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.***
2. **While self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**