



GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
5TH FLOOR, KATABARI, DPS ROAD, NH-37, GORCHUK,
GUWAHATI-781035

No. ASDM-30/2017/PT-I/

Dated. 01/ 12/2023

NOTICE

Sl. No	Name of Position	Required Qualification & Experience	Terms of Reference(ToR)	Salary	No. of Post
1	Project Assistant	Any graduate degree from recognised university with 1 year diploma in computer application with minimum 3 years experience in relevant field with proficiency in typing English and Assamese, DTP.	<p>Job Description/ Role and Responsibility: -</p> <ol style="list-style-type: none"> 1. Excellent communication Skills in English, Hindi & Assamese with proficiency in typing English and Assamese, DTP. 2. He/ She will assist the thematic heads in all aspects as per requirement 3. He/she will assist all SPM, Assistant. SPM, Accounts and MIS teams in all aspects as per requirement 4. He/she will be the custodians of official files and will record their movement within & outside the society. 5. He/she will be responsible for extending all secretarial assistance to staff there with ASDM. Largely he/she will be looking after all communication, office record keeping, compiling of project information, maintaining records related with programmatic, administrative and HRD affairs and acting as nodal person for channeling communication to/from SPMU. 6. Any other tasks as assigned by MD/AMD & other staff or may arise during the Project. 	25000/-	01
2	District Project Manager-Training	MBA/PGDM/MSW/PGD in rural development/management / MA-Sociology/BE / B.Tech. Minimum – 3 years experience in monitoring quality assurance and evaluation of training delivery, experience in institution like ITI/TSPs/Pol y-technique will preferable.	<p>The role of the District Project Managers-Training is coordination with the various Training Partners in the district to help them achieve their Skill targets.</p> <p>District Project Managers-Training are to report/update the Deputy Commissioner of their respective districts at regular intervals with the workings of the TP's on training and placement related activities.</p> <p>District Project Manager- Training will also have to coordinate their activities with the Employment Officer (EO) / Assistant Employment Officer (AEO) who are responsible for the registration, submission, placement and guidance of unemployed youth of the state. EOs / AEOs are also responsible for preparing the statistics on unemployment and conduct Employment Market survey for increasing employment opportunities.</p> <p>The operational activities to be undertaken at the District level encompass the following:</p> <ul style="list-style-type: none"> ➤ Inspection of training centers and approval whenever required. ➤ Carry out awareness building and mobilization related activities in the district and coordinating with the various mobilization channels. Facilitate registration of the candidates on the portal. ➤ Validate and send for approval each batch list before batch commencement. ➤ Monitoring of the conduct of training activities in all the training centers. ➤ Prepare a list of employment opportunities in the district and nearby areas and update SPMU on the same. ➤ Facilitate and assist in local placements. ➤ Random audit/validation of placement reports submitted by the training partners. ➤ Facilitate counseling and post placement support services to the candidates. ➤ Build & maintain the database of trainers and assessors. ➤ Reporting to SPMU/Departments in specified templates on training progress and adherence to M&E framework as outlined by SPMU. ➤ Organize Kaushal melas, skill yatras, Job melas etc. in the district on regular basis in coordination with the ASDM office. ➤ Address issues captured by the grievance Redressal mechanism. <p>Coordinate with the District Employment Officer and ensure that their actions are synchronized.</p> <p>Any other work assigned by the ASDM management</p>	25000/-	05

Key information:

1. Candidates should bring their up to date Bio-Data (2 copies) and coloured Passport Size Photograph (2 copies) along with Xerox copies of all relevant certificates of Educational Qualifications, Work Experience, NOC (if applicable) duly signed by the candidates on dated. 06th December, 2023.
2. The Registration of the candidates will be done from 10.00 AM to 12.00 Noon on the date of interview at 5th Floor, Assam Skill Development Mission, NH-37, DPS Road, Katabari, Garchuk, Guwahati-35
3. No TA/DA will be provided by ASDM to attend this interview.
4. Canvassing in any form will lead to disqualification of candidature of candidate.
5. Mission Director, ASDM reserves the right to modify the Terms of Reference (TOR) without intimation at any stage before or after the recruitment cycle is completed and his decision will be considered as final decision regarding short listing & final selection of the candidates for the said posts.

Sd/-

**Mission Director
Assam Skill Development Mission**

Memo No. ASDM-30/2017/PT-I/

Dated: 01/12/2023

Copy to:-

1. PS to Principal Secretary to the Govt. of Assam, SEED for kind information of the Principal Secretary.
2. Project Manager (MIS), ASDM for information and necessary actions.
3. Project Manager (Finance & Accounts), ASDM for information and necessary actions.
4. Concerned Officials of ASDM for information & necessary actions.
5. Office Copy.

Sd/-

**Mission Director
Assam Skill Development Mission**