

**GOVERNMENT OF ASSAM**  
**FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM**  
**(FREMAA)**

**Advertisement**

Applications are invited from eligible Indian citizens for engagement on contractual basis in various posts as mentioned below under the Flood and River Erosion Management Agency of Assam (FREMAA).

	<b>Name of the Post</b>	<b>Resettlement and Rehabilitation Officer</b>	<b>Forest and Environment Officer</b>	<b>Procurement Specialist</b>	<b>Assistant Executive Officer (Technical)</b>	<b>Assistant Finance Officer</b>	<b>Technical Officer</b>
1	Period of Contract	Six (06) months; extendable based on performance appraisal and continuation of project	Six (06) months; extendable based on performance appraisal and continuation of project	Six (06) months; extendable based on performance appraisal and continuation of project	Six (06) months; extendable based on performance appraisal and continuation of project	Six (06) months; extendable based on performance appraisal and continuation of project	Six (06) months; extendable based on performance appraisal and continuation of project
2	Number of Vacancy	01 (One)	01 (One)	01 (One)	01 (One)	01 (One)	01 (One)
3.	Place of Work	Partly in Guwahati and partly in Palasbari Gumi/ Kaziranga/ Dibrugarh	Partly in Guwahati and Kaziranga.	Guwahati	Guwahati	Guwahati	Guwahati
4	Job Profile	Co-ordinate all Land Acquisition (LA), Resettlement and Rehabilitation works of the concerned subprojects. Following up with the District Administration on a daily basis to advance	Co-ordinate all works of the Project related to Forests and Environment Department in all the three sub projects and Kaziranga National Park. Co-ordination with Forest	Co-ordinate works of the Project related to procurement of all goods, works and services in FREMAA. Assist in finalizing EOJ and bid documents and floating it in the e tendering portal of	Assist the senior officers in all Structural components of the project.	Assist the senior officers in all finance and accounts matters of the entire project	Assist the senior officers in all Structural components of the project.

	Name of the Post	Resettlement and Rehabilitation Officer	Forest and Environment Officer	Procurement Specialist	Assistant Executive Officer (Technical)	Assistant Finance Officer	Technical Officer
		the LA and R&R works.	and Environment department officials	FREMAA and ADB and World Bank, initiate evaluation, negotiation and contract award.			
5	Age	Not above 64 yrs of age.	Not above 64 yrs of age	Above 21 yrs and not more than 43 yrs as on 01/01/2017	Above 21 yrs and not more than 43 yrs as on 01/01/2017	Above 21 yrs and not more than 43 yrs as on 01/01/2017	Above 21 yrs and not more than 43 yrs as on 01/01/2017. Retired Government officers not above the age of 64 years as on 01/01/2017 may also apply.
6	Qualification	Retired Assam Civil Services Official who had served in the capacity of Additional Deputy Commissioner and above and	Retired Government Official who had served in the Assam State Forest Department in the capacity of Divisional Forest Officer (DFO) and above.	BE in civil engineering or Masters in Economics/Finance/Management from a recognized university	BE in civil engineering from a recognized university	M.Com or MBA in Finance from a recognised University	BE in civil engineering from a recognized university
7	Experience	Official who had extensive experience in Land Acquisition and Resettlement and Rehabilitation works would be desirable.	Candidate who had served in the Assam State Forest Department in the capacity of Divisional Forest Officer (DFO) and above.	Candidates with 10 years of working experience in similar capacity/ procurement works. Candidates who have knowledge and experience of ADB Procurement Guidelines would be given preference.	Candidates with 10 years of working experience in civil construction works. Candidates with experience in Building construction works would be given preference.	Candidates with 5 years of relevant working experience. Candidates who have worked in externally aided projects would be given preference	Candidates with 5 years of working experience in civil works. Candidates who have worked in externally aided projects would be given preference.

	Name of the Post	Resettlement and Rehabilitation Officer	Forest and Environment Officer	Procurement Specialist	Assistant Executive Officer (Technical)	Assistant Finance Officer	Technical Officer
8	Skills	Proficiency in MS Word, Excel, Power point and Internet and fluency in Assamese, Hindi and English is required.	Proficiency in MS Word, Excel, Power point and Internet and fluency in Assamese, Hindi and English is required.	Proficiency in MS Word, Excel, Power point and Internet and fluency in Assamese, Hindi and English is required.	Proficiency in MS Word, Excel, Power point and Internet and fluency in Assamese, Hindi and English is required.	Proficiency in MS Word, Excel, Power point, Tally ERP 9.0 and Internet and fluency in Assamese, Hindi and English is required.	Proficiency in MS Word, Excel, Power point and Internet and fluency in Assamese, Hindi and English is required.
9	Remuneration	Rs 50,000/- per month. TA, DA and other allowances admissible as per FREMAA norms.	Rs 50,000/- per month. TA, DA and other allowances admissible as per FREMAA norms	Rs 55,000/- per month. TA, DA and other allowances admissible as per FREMAA norms	Rs 50,000/- per month. TA, DA and other allowances admissible as per FREMAA norms	Rs 45,000/- per month. TA, DA and other allowances	Rs 45,000/- per month. TA, DA and other allowances
10	Documents to be submitted with application	1) A detailed Resume with proper postal address, contact number and one passport size coloured photograph 2) Self attested copies of all certificates/marksheets pertaining to Age/Qualification/Work Experience etc.					
11	Address for Correspondence	Chief Executive Officer, Flood and River Erosion Management Agency of Assam (FREMAA), 4 <sup>th</sup> Floor, Nayantara Supermarket Building, G.S. Road, Six Mile, Guwahati – 781022. Envelope containing the application should be superscribed with the relevant post applied for as “APPLICATION FOR THE POST OF.....”					
12	Last Date of Receipt	Applications complete in all respects should reach the above mentioned address latest by 1 <sup>st</sup> July, 2017 by 5pm.					

**N.B. Incomplete application and Invalid Documents would lead to rejection.**

**CEO - FREMAA**