

RECRUITMENT NOTICE

Asian Development Bank (ADB) aided

Brahmaputra Flood and Riverbank Erosion Risk Management Program (BFRERMP) Flood and River Erosion Management Agency of Assam (FREMAA)

4th floor, Assam Water Centre, NH 27, 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 Asian Development Bank (ADB) aided project "Brahmaputra Flood and Riverbank Erosion Risk Management Program (BFRERMP)" and the 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.

S/N	Name and Number of Posts	Essential Qualification and Experience	Salary
1.	Field Supervisor Six (06) No's to be placed under different Water Resources Divisions across the State of Assam	Education Qualification: Post Graduate Degree in any discipline with 55% marks. At least 3 years of field experience especially in conducting census surveys, coordinating trainings and public meetings with District Administration and other Govt. offices would be preferred. Knowledge of Land Acquisition procedures of the Govt. is desirable. Skills: Should be skilled in writing reports in English/Assamese and should be fluent in Assamese language and proficiency in MS Word, Excel and Powerpoint is desirable. Maximum Age limit is 45 years as on 01/01/2022.	Rs 36000/- 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 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 & hms-fremaa@assam.gov.in and the subject line should be "APPLICATION FOR THE POST OF FIELD SUPERVISOR".and should reach the above mentioned email addresses latest by 25th July, 2022 by 5:00 pm. Incomplete applications and applications received after the indicated deadline will not be accepted.

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

Brahmaputra Flood and Riverbank Erosion Risk Management Project (BFERMP)
Terms of Reference for Field Supervisor

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 Asian Development Bank (ADB) for development of an integrated approach for management and river bank erosion in the Brahmaputra River basin in selected locations across Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the Asian development Bank towards the cost of the **Brahmaputra Flood and Riverbank Erosion Risk Management Project (BFERMP)**. 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 total financial outlay of the project is US\$ 500 million which includes external assistance from ADB for an amount of US\$ 400 million and USD 100 million as counterpart funding from the State Government.

B. Goals and Objectives of the Project

- i) Reduce economic vulnerability and social disruption by flood and riverbank erosion in selected flood prone areas along the Brahmaputra main stem
- ii) Strengthen the institutional capacity for climate change-oriented flood and erosion management
- iii) Knowledge base for informed decision-making on preventive measures and the preparation of river stabilization guidelines and plans (D) Stabilization of selected river reaches integrating erosion and flood protection works.

C. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency of Government of Assam for the Assam State Water Resource Department. FREMAA now **invites applications for the post of Field Supervisor** 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) Post Graduate Degree in any discipline with 55% marks.
- ii) At least 3 years of field experience especially in conducting census surveys, coordinating trainings and public meetings with District Administration and other Govt. offices would be preferred. Knowledge of Land Acquisition procedures of the Govt. is desirable.
- iii) Minimum age limit shall be not less than 25 years and Maximum age limit is 45 years as on the 1st day of the advertisement year.
- iv) Should be skilled in writing reports in English/Assamese and should be fluent in Assamese language.
- v) Proficiency in MS Word, Excel and Powerpoint is desirable.

E. Scope of Services:

- i) Assist and supervise the activities of the WRD Division and District Administration for land acquisition procedures and to implement R&R activities in selected river basin.
- ii) Assist in co-ordinating and conducting stakeholder's meetings/public consultation/FGDs with the project affected peoples (PAPs) in presence of other line departments, at the village level for smooth implementation of land acquisition at the project area.
- iii) Facilitate PAPs to coordinate with Revenue and other departments for any concern/grievances related to land acquisition.
- iv) Coordinate with the Officials of Concerned Circle Office, Water Resources Division, District Administration, Divisional Forest Offices or any other relevant department as and when necessary.
- v) Submit weekly reports on status of activities relating to social and environment activities.
- vi) Provide necessary support to the ESIA firm in the field for effective implementation of their assigned works.
- vii) Any other project related works assigned by CEO and Dy.CEO as and when necessary.

F. Reporting Requirements:

The Field Supervisor shall report to Deputy CEO. The incumbent will submit weekly and monthly reports on significant work progress and field activities. Any issue in the implementation of the works will be immediately reported and brought to the notice of Dy. CEO-2 and CEO. The work and performance of the incumbent shall be reviewed by the Dy.CEO/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 Field Supervisor shall be fully responsible to manage his day to day works in the field with the project affected people, WRD divisional office and the District Administration office and other offices as and when required with high dedication, integrity and ethical behaviour.

I. Travel Requirements:

The incumbent shall be based full time at the designated project site office of WRD and must be willing to travel across the project site and if necessary to other project sites/districts of Assam 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.

K. Remuneration:

Rs 36,000/- per month (inclusive of local taxes). 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 & hrms-fremaa@assam.gov.in and the subject line should be “APPLICATION FOR THE POST OF FIELD SUPERVISOR”.

N. Documents to be submitted:

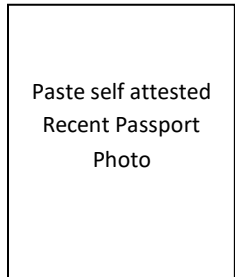
Applications should be submitted in the prescribed format which may be downloaded from www.fremaa.assam.gov.in with proper postal address, contact number and one passport size colour photograph. Self attested copies of all certificates /marksheets pertaining to Age/Qualification/Experience etc. should 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 5:00pm of 25th July, 2022.

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 1st 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 :

Signature of the Candidate

Place :

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.**