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Flood and River Erosion Management Agency of Assam (FREMAA)
4th floor, Assam Water Centre, NH 27, Basistha Chariali, Guwahati - 781029

RECRUITMENT NOTICE

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for Externally Aided Projects of the Water Resources Department, Assam invites applications from eligible Indian citizens to provide the Services against the two positions on contractual basis as mentioned below and to be placed in the Externally Aided Projects (EAP) wing of the Water Resources Department of Assam.

1. Assistant Finance Officer

2. Accounts Assistant

The detailed Terms of References (TORs) and prescribed application format may be seen as given in the following pages.

Other General conditions:

1. Selection shall be through the process of interview/test.
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 self attested supporting documents of age, qualification and experience 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" and should reach the above mentioned email addresses latest by 22nd March, 2024 by 12:00 midnight. Incomplete applications and applications received after the indicated deadline will not be accepted.


Chief Executive Officer
FREMAA

Terms of Reference for Assistant Finance Officer, FREMAA

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) has associated 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 **Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project (CRBIFRERMP)**. 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 USD 255 million which includes external assistance from ADB for an amount of USD 200 million and USD 55 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 all Externally Aided Projects (EAP) of the Water Resource Department(WRD). FREMAA now invites applications from eligible Indian citizens to provide the Services for the post of Assistant Finance Officer and to be placed in the EAP wing, WRD. 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) **Qualification:** A full time first class Masters in Commerce with specialization in Accountancy or Finance or intermediate level of CA/ICWA or equivalent may also apply.
- ii) **Experience:** At least 5 years of experience in financial accounting and management in a Government organization /PSU/Autonomous Body, etc, is required. Candidates who have worked in externally aided projects would be given preference.

- iii) **Skills Required:** Knowledge and Proficiency of Tally ERP 9.0 is mandatory. Proficiency in MS Word, Excel and Power-point are also mandatory. Knowledge of working in PFMS would be given preference.
- iv) **Age:** Maximum Age limit is 45 years as on 01/01/2024.

E. Scope of Services:

The Officer is expected to assist and provide overall support to the Additional Chief Engineer, EAP wing, WRD and the finance team of the PMU in smooth implementation through diligent financial management of the Project including tasks not limiting to the following as mentioned below:

1. Assist to stay on schedule as per annual work plan and budget (AWPB), and AWPBs of the EAP wing, WRD and sub-projects including measuring sub-project indicators.
2. Assist to develop a quality and realistic AWPB for subsequent years of the subproject.
3. Assist in checking all bills/invoices received in regards to consultancies, civil works and goods and any other claims under the projects and submitting the same for approval.
4. Ensuring timely deposit of Salary, Allowances, GPF, Professional Tax and other project management expenditures and any other dues in Treasury/Banks etc.
5. Maintenance of Book of A/Cs and also responsible for ensuring of electronic maintenance of Book of Accounts.
6. Assist to produce required reporting documents of the projects and Quarterly and Annual Reports.
7. Undertake field visits and carryout random checks of book of accounts maintained by the Divisional offices.
8. Assist in monitoring progress against the AWPB.
9. Assist in monitoring sub-project outputs and outcomes against the sub-project indicators contained in the Design and Monitoring Framework relating to Finance.
10. Assist with procurement, records and maintenance of equipments, tools, where needed
11. Assist in Preparation and submission of Withdrawal Applications, Annual Financial Statements, Income and Expenditure Statements, Audit Reports etc.
12. Assist in Monitoring and supporting internal and external audits and ensuring timely compliance to audit observation.
13. Assist in preparation of financial reports and documents for attending Central and State Governments review meetings, organizing and/or implementing project review meetings with PMU/ADB, etc. Record minutes of the meetings circulate and follow up on the action taken report.
14. Assist in official communications and ensure smooth coordination among other Stakeholder Departments, agencies and the ADB.
15. Any other work assigned by Authority from time to time.

F. Reporting Requirements:

The Officer will report to the Executive Engineer of EAP wing. The incumbent will submit monthly/quarterly/annual reports on significant Financial Management activities and issues. The work and performance of the Officer shall be reviewed by the Additional Chief Engineer, EAP wing, WRD 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 Officer shall be fully responsible to manage his day to day works with the 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 ADB.

I. Travel Requirements:

The incumbent shall be based full time at the EAP wing, WRD 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 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, etc., relating to the works, access to all sites for surveys and investigations.
- iii) Counterpart staff to work with.

K. Remuneration:

Rs 40,000/- - 50, 000/- per month (inclusive of local taxes). TA/DA admissible as per FREMAA norms for PIUs.

Terms of Reference of Accounts Assistant

1	Name of the Post	Accounts Assistant
2	Period of Contract	01 (One) year; extendable based on satisfactory performance
3.	Number of Vacancies	01 (One)
4	Place of Work	PIU-WRD/EAP wing WRD, Guwahati, Assam
5	Job Profile	Assist the officers of the EAP Wing of WRD in all accounting and financial matters like, keeping records of all files/transactions/Book of Accounts and maintenance of the same in Tally; statutory compliances, Audit, submission of claims to ADB/WB, etc.
6	Age	Not more than 38 years as on 01/01/2024
7	Qualification	Graduate in Commerce/Finance from a recognised university with minimum 55% marks or equivalent CGPA in aggregate with knowledge of Tally ERP 9.0. Knowledge and proficiency in PFMS will be given preference.
8	Experience	5 years of experience in similar work profile in any Govt./Semi Govt. or organisation of repute.
9	Skills	Proficiency in Tally, MS Word, Excel, Powerpoint is mandatory. Knowledge of written communication and fluency in Assamese, Hindi and English is required.

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10	Remuneration	Rs 31,000 per month. TA/DA admissible as per TA/DA rules of FREMAA for PIUs.
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CEO, FREMAA