

## DETAILED ADVERTISEMENT

### **Flood and River Erosion Management Agency of Assam (FREMAA)**

4<sup>th</sup> 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 Externally Aided projects of Water Resources Department, Assam, invites eligible Indian citizens for a Walk in Interview to provide the Services against the following post on contractual basis as mentioned in brief below. The interested candidates who fulfil the required qualification, experience and age may attend the walk in interview on the date and time as mentioned below.

| S/N | NAME AND NUMBER OF POSTS          | ESSENTIAL QUALIFICATION  | REQUIRED EXPERIENCE  | SALARY   | DATE AND TIME OF WALK IN INTERVIEW |
|-----|-----------------------------------|--|--|--|------------------------------------|
| 1.  | HR Executive<br><br>One (01) post | A first class MBA/Post Graduate Degree/Diploma in HRM/Personnel Management from an AICTE recognized institution or University. | At least 02 years of experience in HR/office Administration/establishment works in a Government Office/PSU/Autonomous Body/private sector, etc, is required. | Rs 40,000/- per month (inclusive of allowances.) TA/DA admissible as per FREMAA norms. | 12/07/2023<br><br>10:00 – 1:00 pm  |

#### **Other General conditions:**

1. Selection would be through the process of walk in interview.
2. The detailed TOR may be seen in the following pages of this advertisement.
3. The candidates should appear for the walk in interview with a filled in application in the prescribed application format enclosed with this advertisement or can be downloaded from FREMAA's website at [www.fremaa.assam.gov.in](http://www.fremaa.assam.gov.in) along with a signed cover-letter and self attested supporting documents as mentioned in the application format.
4. The candidates shall bring all the original certificates/documents for the walk in 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.
5. Appointment will be subject to background, documents and experience verification found compliant to the job requirements.
6. The Salary will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (ii) performance in the interview.
7. In case, sufficient candidates with requisite experience in the field cited above are not available, FREMAA may select candidates having lesser years of experience for appointment. However, selected candidates with lesser experience will be offered a lower Salary.
8. 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.
9. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
10. Canvassing in any form will lead to disqualification and rejection.

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

**Terms of Reference for Human Resources Executive under 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.

B. Therefore, the Government of Assam (GoA) proposes to associate with the Asian Development Bank (ADB) and the World Bank for development of an integrated approach for management and river bank erosion in the Brahmaputra River basin in selected locations across Assam. Details of project components and specific activities are being developed and it is proposed that the projects would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam.

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 aegis of Water Resource Department, Assam. FREMAA now **invites applications for the post of Human Resources Executive** 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. 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 administrative control of Water Resource Department, Assam. FREMAA now invites applications from eligible Indian citizens to provide the Services of a HR Executive. 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 is as follows:

**E. Scope of Work**

- i) Assisting in recognizing the manpower requirements and putting up for approval.
- ii) Assisting in creating job descriptions for various roles and advertising them on approved platforms.
- iii) Managing HR activities like meetings, interviews, and other schedules.
- iv) Assisting the recruitment process that includes sourcing, screening and conducting interviews.
- v) Handling joining formalities and orientation of new employees.

- vi) Managing the employees' data base of each department/wing both in hard and soft formats.
- vii) Assisting in planning and designing employee compensation and benefits package and wage settlements in consistent with the HR budgets.
- viii) Assisting in execution of employees' performance review procedures (e.g. quarterly/annually).
- ix) Assessing the training needs and assisting in designing, coordinating and conducting the training and development programs.
- x) Managing the day-to-day HR functions like attendance, leave, employee conduct, etc., and promoting a productive workplace and ensuring a culture of collaboration and accountability.
- xi) Conducting exit interviews and recognizing the reasons for resignation.
- xii) Listing employees' complaints/grievances and assisting authority in redressal of the grievances and managing workplace safety.
- xiii) Ensuring that the employees are complying with the policies and executive orders and instructions.
- xiv) Assisting authority in taking disciplinary actions.
- xv) Any other work assigned by authority from time to time.

**F. Eligibility Requirements:**

- i) A first class MBA/Post Graduate Degree/Diploma in HRM/Personnel Management from an AICTE recognized institution or University.
- ii) At least 02 years of experience in HRM/establishment works in a Government Office/PSU/Autonomous Body/private sector, etc, is required.
- iii) Should have leadership qualities and abilities.
- iv) Should have strong verbal and written communication skills preferably in English language.
- v) Should have competence to build and effectively manage interpersonal relationships at all levels.
- vi) Proficiency in MS Word, Excel and Power point is mandatory.
- vii) Incumbent having experience of working with HR software or ATS would be preferred.

**G. Age:**

Maximum age limit is 45 years as on 01/01/2023.

**H. Duration of Assignment:**

The duration of contract shall be for minimum period of one year, to be reviewed and renewed based on performance and work requirements of the AIRBMP project.

**I. Responsibility of the HR Executive:**

The HR Executive shall be fully responsible to manage the day to day works with the HRM Specialist and the project team with high dedication, integrity and ethical behavior. 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.

**J. Travel Requirements:**

The HR Executive shall be based full time at the FREMAA office in Guwahati and must be willing to travel to project sites, as and when necessary, as per the project requirements

**K. Reporting and Performance Review:**

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

**L. Facilities to be provided by FREMAA:**

FREMAA will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data and other information relating to the works.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to field, the incumbent will be provided TA/DA as per FREMAA norms.

**M. Remuneration:**

Rs 40,000/- per month (inclusive of allowances). TA/DA and other allowances admissible as per FREMAA norms

**N. Selection Method:**

Selection of the HR Executive will be through the process of interview.

  
CEO-FREMAA

**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):

Paste self attested  
Recent Passport  
Photo

| Sl. | Examination     | Degree | 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)

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:**

- 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.**
- 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.**