



## ARIAS SOCIETY

**Assam Rural Infrastructure and Agricultural Services Society**  
(An Autonomous Body under Govt. of Assam)

Project Management Unit (PMU) of the World Bank financed

**Assam Citizen-Centric Service Delivery Project (ACCSDP)**

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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No. ARIAS /ACCSDP/95/2017/12-A

Dated, Guwahati the 7<sup>th</sup> August, 2017

The ARIAS Society intends to hire the following Specialists/Executives on contractual basis for the World Bank financed 'Assam Citizen-Centric Service Delivery Project' (ACCSDP). The essential qualifications & experience for the positions in-short are given below. However, the detailed qualification & experience shall be as per the draft Terms of Reference (TOR) for the positions given in the website of the ARIAS Society at <http://www.arias.in/career.html>. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated CTP will be fixed in the range as shown below, linked to the HR Policy of the ARIAS society. **Candidates are advised to go through the respective draft TOR before applying.**

Position	Essential Educational Qualifications & Professional Experience	Indicative CTP range
1. Chief Financial Management Specialist (1)	<b>Qualification:</b> Chartered Accountant (CA)/Cost Accountants /Cost & Management Accountant from any Govt. recognized Institute or Post Graduates in Commerce or MBA (Finance) from any Govt. recognized university; <b>Experience:</b> Atleast 7 years of experience in the field of finance and accounts in public/ reputed private sector agency(ies) at leadership position.	Rs. 11.40 lakh to Rs. 19.20 lakh/year
2. ICT Infrastructure Specialist (1)	<b>Qualification:</b> Post Graduate in Electronics/Computer Science/IT/Information Systems/ICT Infrastructure from any Govt. recognized university. <b>Experience:</b> Atleast 7 years of experience in managing ICT infrastructure in public/reputed private sector agency(ies) at leadership position. <i>However, Graduates (BE/B.Tech etc.) in Electronics/Computer Science/IT/Information Systems/ ICT infrastructure with experience of over 10 years in managing ICT infrastructure in public/reputed private sector agency(ies) at managerial/leadership position may also be considered, but at a reduced CTP;</i>	Rs. 11.40 lakh to Rs. 19.20 lakh/year
3. Procurement & Contract Management Specialist (1)	<b>Qualification:</b> Post Graduate in Engineering/ Law/ Procurement/ Finance/ Business/ Commerce or any other a related subject from any Govt. recognized university and trained in procurement norms of the World Bank. Candidates having Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) from the World Bank will be preferred. <b>Experience:</b> Atleast 7 years at a senior Procurement Management position in public sector of which minimum 5 years working experience shall be in World Bank/externally aided projects. Candidates having hands-on experience in e-procurement system of the State/Central Government may be preferred. <i>However, Graduates in Engineering/Law/ Procurement/ Finance/ Business/Commerce or any other a related subject with relevant training in procurement norms of the World Bank and with over 10 years of experience as Procurement Specialist in World Bank/externally aided projects/public sector agency(ies), may also be considered, but at a reduced CTP; Candidates having PDPP or CPPP from World Bank and/or one year of hands-on experience in handling procurements through e-procurement system of the State/Central Government may be preferred.</i>	Rs. 11.40 lakh to Rs. 19.20 lakh/year
4. Social Safeguards Specialist (1)	<b>Qualification:</b> Postgraduate in Social Development/ Sociology/ Anthropology/ Social Sciences/ Social Work or related subject from any Govt. recognized university. <b>Experience:</b> Atleast 7 years of experience in social development/ management activities in public/reputed private sector agency(ies) at leadership position; <i>However, Graduates in Social Development/ Sociology/ Anthropology/ Social Sciences/ Social Work or related subject with over 10 years of experience in social development/ management activities in public/reputed private sector agency(ies) at managerial/ leadership position may also be considered, but at a reduced CTP;</i>	Rs. 11.40 lakh to Rs. 19.20 lakh/year
5. Monitoring & Evaluation Specialist (1)	<b>Qualification:</b> Post-Graduate in Economics/ Statistics/Engineering or any other subject from any Govt. recognized university. <b>Experience:</b> Atleast 7 years of experience in Monitoring and Evaluation, quantitative & qualitative analysis including 03 years of relevant experience in any externally funded project/ public sector projects at leadership position; <i>However, Graduates in Economics/ Statistics/ Engineering or any other a related subject with over 10 years of experience in monitoring and evaluation at managerial/ leadership position including minimum 03 years of experience in externally funded project/public sector projects may also be considered, but at a reduced CTP;</i>	Rs. 11.40 lakh to Rs. 19.20 lakh/year

Position	Essential Educational Qualifications & Professional Experience	Indicative CTP range
6. IEC cum Communication Specialist (1)	<b>Qualification:</b> Post-graduate in Journalism/ Mass Communications/ Social Science or related subject from any Govt. recognized university; <b>Experience:</b> Atleast 7 years of experience in managing IEC and Communication functions in public/reputed private sector agency(ies) at leadership position;  <i>However, Graduates in Journalism/Mass Communications/Social Science or related subject and with over 10 years of experience in managing IEC and Communication in public/ reputed private sector agency(ies) at managerial/ leadership position may also be considered, but at a reduced CTP;</i>	Rs. 11.40 lakh to Rs. 19.20 lakh/year
7. Junior ICT Infrastructure Specialist (1)	<b>Qualification:</b> Post Graduate in Electronics/Computer Science/IT/Information Systems/ ICT Infrastructure or related subject from any Govt. recognized university. <b>Experience:</b> Atleast 5 years of experience in managing ICT infrastructure in public/reputed private sector agency(ies) at managerial position;  <i>However, Graduates (BE/B.Tech etc.) in Electronics/Computer Science with specialization in Information Technology/ ICT infrastructure or related subject and with experience of over 7 years in managing ICT infrastructure in public agencies at managerial/ leadership position may also be considered, but at a reduced CTP;</i>	Rs. 6.60 lakh to Rs. 10.80 lakh/year
8. Junior Business Process Re-engineering & Information Technology Specialist (1)	<b>Qualification:</b> Post Graduate in Electronics/Computer Science/IT/Information Systems or related subject from any Govt. recognized university. <b>Experience:</b> Atleast 5 years of experience in managing electronic service delivery initiatives in public/reputed private sector agency(ies) at managerial position;  <i>However, Graduates (BE/B.Tech etc.) in Electronics/Computer Science/ Information Technology/ Information Systems or related subject with experience of over 7 years in managing business process re-engineering, IT, electronic service delivery initiatives in public agency(ies) at managerial position may also be considered, but at a reduced CTP;</i>	Rs. 6.60 lakh to Rs. 10.80 lakh/year
9. Procurement Management Executive (3)	<b>Qualification:</b> Graduate/ Post Graduate from any Govt. recognized University in any subject with in-depth knowledge and understanding of World Bank's procurement guidelines and procedures. <b>Experience:</b> Atleast 4 years of experience in supporting procurement related functions in any World Bank/ Externally aided project or similar Govt. of India/National level projects, with minimum 1 (one) year in Govt. projects.	Rs. 4.20 lakh to Rs. 6.18 lakh/year
10. Financial Management Executive (1)	Graduate/Post Graduate in Commerce from any Govt. recognized University with in-depth knowledge of financial management procedures applicable for World Bank/externally funded projects and having hands on experience of operating Tally accounting software; <b>Experience:</b> Atleast 4 years of experience in financial management related activities in any World Bank / Externally aided project or similar Govt. of India funded projects/National level reputed projects, with minimum 1 (one) year in Govt. projects.	Rs. 4.20 lakh to Rs. 6.18 lakh/year
11. Office Management Executive (1)	Graduate from any Govt. recognized University in any subject with high level of proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) and internet including email etc.; <b>Experience:</b> 3 years and above in any World Bank / Externally aided project or similar Govt. of India funded projects/National level reputed projects/public sector agencies, with minimum 1 (one) year in Govt. projects.	Rs.3.18 lakh to Rs.4.20 lakh/year

**Note:** Apart from the required essential educational qualifications, experience, skills and competency that may be assessed include - previous relevant experience; thematic knowledge on area of claimed expertise; writing and presentation skills; leadership and team management; interpersonal skills and team work; etc.

Potential candidates from India having the requisite qualification and experience may apply in English language **strictly** as per the prescribed application format provided in the website of ARIAS Society along with a cover letter, in a sealed envelope indicating '**Application for the position of .....**', so as to reach the address given below on or before **04.00 PM** of **28<sup>th</sup> August'2017**, along with a soft copy through email to - [spd@arias.in](mailto:spd@arias.in) before the deadline mentioned. Only the short-listed candidates will be called for interview/ test. Canvassing in any form will lead to disqualification and rejection.

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Sd/  
(Siddharth Singh, IAS)  
State Project Director, ARIAS Society