



**ARIAS SOCIETY**  
**Assam Rural Infrastructure and Agricultural Services Society**  
*(An Autonomous Body of the Govt. of Assam)*  
**Project Management Unit (PMU) of the Asian Development Bank (ADB) financed**  
**Sustainable Wetland and Integrated Fisheries Transformation (SWIFT) Project**  
**Tel: +91 361-2332004; Website: www.arias.in**

<b>REoI No. ARIAS/7/2025-SWIFT-ARIAS</b>	<b>Dated: 24-02-2025</b>
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ARIAS Society invites applications for the following purely temporary contractual positions under the proposed Asian Development Bank (ABD) financed Sustainable Wetland and Integrated Fisheries Transformation (SWIFT) Project. The interested eligible candidates who are citizens of India as defined under the Constitution of India and fulfill the required qualifications, experience and age as cited in brief below, may apply. The detailed qualifications, experience, etc. shall be as per the Terms of References (ToRs) of the respective positions provided in the website of ARIAS Society (under the Recruitments section) at the following URL: <http://www.arias.in/career.html>.

#	Position	Essential Qualification	Experience & desired skills	Indicative Range of CTP
1	Sr. Project Management Specialist (1 no.)	The SPMS shall be an Engineering Graduate in any discipline or a Master Degree holder preferably in Economics/ Planning/ Project Management/ Social Work (MSW)/ MBA or any relevant subject from a recognized University of India	The SPMS shall have minimum overall 15 years of professional experience, of which atleast 5 years shall be in Externally Aided Projects (EAPs)/ Government Projects in a Lead managerial position. Experience of working in wetland/Beel fisheries and/or natural fisheries resource management will be advantageous. Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Incumbent having fair knowledge of Govt. e-office system will be advantageous.	Rs. 18.00 to Rs. 25.80 Lakh Per Year
2	Sr. Procurement & Contract Management Specialist (1 no.)	Master Degree/Post Graduate Diploma (minimum 2 years of duration) in any discipline from any Govt recognized University/Institution and trained in procurement norms of the Asian Development Bank or World Bank. Candidates having professional diploma in public procurement or certificate program in public procurement will be preferred.	Minimum 11 years of post-qualification experience in procurement management function in a leadership / managerial capacity in any public/private sector agency responsible for managing externally aided projects such as ADB &WB. The candidate must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications. Knowledge of local language would be an added advantage. In addition, the candidate should have excellent written and verbal communication skills.	Rs. 18.00 to Rs. 25.80 Lakh Per Year
3	Sr. Financial Management Specialist (1 no.)	A professional Chartered Accountant (CA) from any Govt. recognized institute, <b>OR</b> A member of the Institute of Cost Accountants of India (ICAI)/Cost and Management Accountant (CMA), <b>OR</b> Post Graduates in Commerce or MBA (Finance) from any Govt. recognized University.	At least 11 years' relevant accounting and auditing experience with professional firms, government agencies, and 5 years of experience in project / program financial management and training / capacity building; experience in financial management and asset management and maintenance preferably in the agriculture sector. Experience in externally funded projects/programs financed by ADB or World Bank and a sound knowledge of relevant ADB procedures/policies.	Rs. 18.00 to Rs. 25.80 Lakh Per Year

#	Position	Essential Qualification	Experience & desired skills	Indicative Range of CTP
4	Sr. Civil Engineer (1 no.)	Bachelors/Masters Degree in Civil Engineering from a recognized institute/University.	At least 11 years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature. The candidates shall have a proven record of performance in civil engineering works. Experience in working in ADB/Externally Aided Projects (EAP) is preferred. The Sr. CE must have adequate knowledge and experience of working with AutoCAD and other similar engineering applications, MS Word/Excel/Power Point/Project and Internet based applications. Knowledge of local language would be an added advantage. In addition, the candidate should have excellent written and verbal communication skills.	Rs. 18.00 to Rs. 25.80 Lakh Per Year
5	Sr. Monitoring & Evaluation Specialist (1 no.)	Post-graduate degree in project management, business administration, engineering, economics, statistics or other related fields.	Minimum 11 years' experience in designing and implementing M&E systems for development projects funded by government or international organizations. Competence in computer applications (MS Office, MS Access, and MS Project) and database management. Excellent English language skills.	Rs. 18.00 to Rs. 25.80 Lakh Per Year
6	Communication Specialist (1 no.)	Bachelor's degree in any discipline with Post Graduate degree/PG diploma in marketing/journalism/mass communication/media arts/public relations/advertising or other related discipline.	Minimum of 7 years of professional experience in advertising strategies and marketing, publicity campaigns/media coverage in the projects preferably related to agriculture, education, research, construction / infrastructure etc. Proficiency in English, Assamese & Hindi. Computer usage is essential. Should have both field and program management experience. Experience of working in ADB/World Bank funded project on centre/state level shall be an added advantage.	Rs.11.40 to Rs.19.20 Lakh Per Year
7	Procurement & Contract Management Specialist (1 no.)	Bachelor in Engineering/Master Degree/Post Graduate Diploma (minimum 2 years of duration) in any discipline from any Govt recognized University/Institution and trained in procurement norms of the Asian Development Bank or World Bank. Candidates having professional diploma in public procurement or certificate program in public procurement will be preferred.	At least 7 (seven) years of experience in supporting procurement related functions in any project aided or financed by World Bank/ ADB or similar multilateral/ bilateral institutions or state/ national level projects under the Govt. of India; or experience in supporting the procurement section in a Public/ Private sector Organization. Knowledge and understanding of the Procurement guidelines & procedures of the World Bank/ADB/ Govt. of India or similar institutions will be advantage. The candidate must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications. The candidate should have excellent written and verbal communication skills.	Rs.11.40 to Rs.19.20 Lakh Per Year
8	Hydrology Specialist (1 no.)	Graduate degree, preferably post-graduate degree in Hydrology/Civil Engineering/Water Resources Management or related field.	Minimum 7 years of relevant experience working in the field of wetland/lakes water resources management structures (including embankments, etc.) design and implementation; experience in natural resources and climate change sector projects including wetlands conservation and management is preferred. Experience in working in ADB/other	Rs.11.40 to Rs.19.20 Lakh Per Year

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			financing agencies is preferred.	
9	Financial Management Specialist (1 no.)	Masters in Commerce/ MBA Finance or related field.	At least 7 years' relevant experience in financial management, accounting, auditing with professional firms, government agencies. Experience in externally funded projects/programs financed by ADB or World Bank and a sound knowledge of relevant ADB procedures/policies.	Rs.11.40 to Rs.19.20 Lakh Per Year
10	Rural Finance Specialist (1 no.)	Graduate degree, preferably post-graduate degree, in rural finance, economics, business administration, development studies, or a related field.	Minimum 10 years of relevant professional experience, including 5 years in planning and implementing microfinance, agribusiness or rural development projects. Experience in working in ADB- and/or other financing agencies- is preferred.	Rs.11.40 to Rs.19.20 Lakh Per Year
11	Environment Safeguard Specialist (1 no.)	Post graduate degree in environmental or natural resource management or other related fields.	At least 7 years' experience in environmental management for ADB or other donor financed projects. Familiarity with ADB environmental safeguard requirements and National/State environmental management frameworks is an advantage. Strong writing and report preparation skills. Ability to communicate and work effectively with government agencies, local communities, and contractors; and strong skills in data analysis and technical report preparation is preferred.	Rs.11.40 to Rs.19.20 Lakh Per Year
12	Social Safeguard & Gender Specialist (1 no.)	Masters/Post-graduate degree in development studies, social sciences, or a related field.	Minimum 7 years of experience implementing social safeguards, including gender mainstreaming, gender equality, diversity and social inclusion with government offices and contractors for ADB or other donor financed projects in rural and remote areas. Fluency in English and demonstrated ability to communicate in the local language.	Rs.11.40 to Rs.19.20 Lakh Per Year
13	Natural Resources Management Specialist (1 no.)	Postgraduate degree in natural resource management, environmental science, fisheries management, ecology, or a related field.	Minimum 7 years of professional experience in natural resource management, with significant experience in fisheries, wetland management, and livelihood development projects. Proven experience in leading or coordinating multidisciplinary teams in natural resource management projects, and proven project management skills including budget management and M&E. Experience in working in ADB/ other financing agencies are preferred.	Rs.11.40 to Rs.19.20 Lakh Per Year
14	Project Associate (1 no.)	Bachelor degree in Fishery/Rural Development/ Engineering or any other related fields	At least 7(seven) years experience of working in the development sector. Prior experience of working in Fishery will be preferred. Should be able to collate information and undertake research from the web as well as collate data from field teams. Must be very versatile with developing excel based tools, PowerPoint presentations, data handling, and analysis. Ability to work effectively in a team as well as independently. Excellent communication skills in Local language, English and Hindi	Rs. 6.60 to Rs.10.80 Lakh Per Year
15	Assistant Engineer (2 nos.)	Bachelor Degree in Civil Engineering from a recognized institute/University (Degrees obtained through distance education shall not be accepted). Candidates having Post Graduate Degree in Civil	At least 5 years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature. Candidates having experience of working in externally aided projects or public sector agencies will be given preference. The AE must have	Rs. 6.60 to Rs.10.80 Lakh Per Year

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		Engineering will be given preference.	adequate knowledge and experience of estimation, quantity survey, Land survey etc. The AE must have adequate knowledge and experience of working with drafting software such as Auto CAD (latest version) or any other similar engineering applications. The AE must have adequate knowledge and experience of working with Project Management Software like MS project or Primavera. The AE must have adequate knowledge and experience of working with MSWord/Excel/PowerPoint/Project and Internet based applications. Working knowledge of English, Hindi and local language. Good social, analytical and planning skills is desirable; the candidate must demonstrate initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.	
16	Procurement & Contract Management Executive (3 nos.)	Bachelor in Engineering/Master Degree/Post Graduate Diploma (minimum 2 years of duration) in any discipline from any Govt recognized University/Institution and trained in procurement norms of the Asian Development Bank or World Bank. Candidates having professional diploma in public procurement or certificate program in public procurement will be preferred.	At least 5(five)years of experience in supporting procurement related functions in any project aided or financed by World Bank/ADB or similar multilateral/bilateral institutions or state/national level projects under the Govt. of India; or experience in supporting the procurement section in a Public/ Private sector Organization. Knowledge and understanding of the Procurement guidelines & procedures of the World Bank/ADB/Govt. of India or similar institutions will be an added advantage. Proficiency in Microsoft Office software including in MS Word, MS Excel, MS Power Point, and Internet email etc.; Proven practical skills in the area of procurement functions; Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills; Excellent accuracy with keen attention to detail; Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning and support conclusions using data and facts	Rs.6.60 to Rs.10.80 Lakh Per Year
17	Project Accountant (1 no.)	Graduate/Post Graduate in Commerce from any Govt. recognized University with in-depth knowledge of accounting/financial management procedures applicable for ADB/World Bank /externally funded projects and having hands on experience of operating Tally accounting software.	Overall 7 years of working experience with 3 years of experience in project/program financial accounting.	Rs. 6.60 to Rs.10.80 Lakh Per Year
18	Financial Management Executive (1 no.)	Graduate/Post Graduate in Commerce from any Govt. recognized University with in-depth knowledge of financial management procedures applicable for ADB/World Bank /externally funded projects and having hands on experience of operating Tally accounting software.	At least 5 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. Experience of operating Tally accounting software and using Internet based applications, and proficiency in MS Word, MS Excel, MS Power Point, etc. Proven practical skills in the aspects of finance and accounts	Rs. 6.60 to Rs.10.80 Lakh Per Year

#	Position	Essential Qualification	Experience & desired skills	Indicative Range of CTP
			Demonstrated knowledge of ADB financial management policies, best practice, systems and tools Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills; Excellent organizational skills and accuracy with keen attention to detail	
19	Administrative Assistant (2 nos.)	Graduate (minimum three years duration) degree in any field from recognized University/institution	The AA must have at least (2) two years' experience in office management/secretarial work in any public or private sector organization. Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications like (Word, Excel, Power Point etc.) including email. Fluency in English is a must. Preference will be given to candidates with local languages.	Rs.4.20 to Rs.6.18 Lakh Per Year

**Important Guidelines:**

1. Candidates are required to apply in prescribed form through online mode only to [hrswift@arias.in](mailto:hrswift@arias.in) and are required to complete the Google Form by accessing the official ARIAS Society Portal (<https://arias.in/career.html>).
2. The starting date of submission of online application is **1<sup>st</sup> March 2025, 10:00AM (IST)** and the Last date of submission of online application is **15<sup>th</sup> March 2025, 11:59PM (IST)**. No other mode for submission of application is allowed.
3. The application shall be submitted only in English language, as per the prescribed Application format provided in the website of ARIAS Society along with scanned copies of the supporting documents.
4. Candidates must present all original certificates/documents along with one set of self-attested copies during the time of the interview. The original documents will be returned once they have been verified against the self-attested copies provided by the candidate. 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. Only Shortlisted candidates will be intimated and called for Interview/test.
6. The Cost to Project (CTP) shall be fixed within the indicative range cited above, based on the (a) provision in the respective Terms of References (ToR) and (ii) performance of the selected candidate in the interview.
7. ARIAS Society is an equal opportunity employer. Women and persons with disability are especially encouraged to apply.
8. Canvassing in any form will lead to disqualification and rejection.
9. No TA/DA is admissible for appearing in the Test/Personal Interview.
10. The SPD, ARIAS Society reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the numbers of response to this REOI.

**Sd/-**  
**State Project Director, ARIAS Society**