

Terms of Reference for Senior Skill Manager

Assam Skill University Project

A. Background of the Project:

The Assam Skill University is being setup under External Aid Project (EAP) funded Asian Development Bank. The value of Project is \$140 Million (Rs.1,016.68 Cr) including the government share of 20%. The state government has allotted 250 bighas of land in Mangaldai for the Assam Skill University. The university has started its initial activities from city office at Guwahati and the construction work has started from the month of November, 2022 at Mangaldai campus as well.

Project Management Unit (PMU) of Assam Skill University is responsible for day-to-day management of the Assam Skill University Project.

Name of the Post- Senior Skill Manager

Minimum Educational Qualifications:

- Graduate degree in Engineering.

Experience:

- Candidates must be having minimum 15 (Fifteen) years of professional industrial experience with experience of industrial training for 5 Years.
- Preference will be given to a person having experience in setting up of laboratory/ Workshop in Educational Institutions or Skill Development Institution.
- Computer Skills: Advanced skills in Microsoft Office software including in MS Word, MS Excel, MS PowerPoint, etc., and Internet, email etc.
- Ability to work both independently and as well as in a team;
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts;
- Good command over English language, and excellent presentation skills;

Brief Job Description:

- Coordination for preparation of Industry aligned course curriculum
- Industry Integration.
- To Coordinate and identify, finalize courses curriculum / Programs for the university with various agencies based on demand.
- To coordinate with industries with relation to industries participation in various skill-related activities of the university.
- To assist and support the university in planning, coordinating, and execution of skill programs.
- To coordinate with various consultancies, experts and other institutions for the development of skill programs/training and execution of such programs/training in the university.

Remuneration:

- Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated the annual Cost to project (CTP) of the Sr. Skill Manager will be determined and mutually agreed with the successful candidate, which would be in the range between Rs.15.00 lakh to Rs. 21.00 lakh per year.
- In case the last drawn salary of the candidates is less than the minimum salary assigned for the position, a maximum of 30% hike on the last drawn salary will be considered.

Age- Maximum age of 62 years as on 16.08.2024.

Tenure / Duration:

- The contract will be initially for a period of **Eleven Months (11 months)** with a provision of further extension of **Eleven Months (11 months)** up to the end of the project subject to satisfactory performance.

Other Terms & Conditions-

a. No TA/DA is payable for attending the personal interview/ Test.

b. ASUP reserves the right

c. to modify the required qualification/experience at any stage during the recruitment process depending on the number of applicants.

d. In case, sufficient candidates with requisite experience in the field cited above are not available, ASUP may select candidates having lesser years of experience for appointment.

- e. Last Date of submission of application- **16.08.2024 up to 5.00 P.M.**
- f. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
- g. Any matters which are not specially mentioned in this advertisement will be decided by the Selection Committee.
- h. The Authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.
- i. Completed application in the prescribed form along with scanned copies of self-attached documents of qualification and experience should be emailed to **asup.recruitment@gmail.com** or hardcopies of the same may be submitted to-

**The Chief Executive Officer,
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