

Terms of Reference for Accountant, Assam Skill University Project

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%.

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- Accountant

Type of Employment- Contractual

Qualification:

- Post Graduate in Commerce or MBA/ PGDBM in Finance Preference will be given to candidates having CA or ICWA qualifications.

Work Experience

- 08 years of Post Qualification professional work experience in financial management and accounting practices in Government/ Private Organization.
- Preference will be given to candidates having previous experience of working in Externally Aided Projects

Skills Required:

Knowledge and Proficiency of Tally Prime is mandatory. Proficiency in MS Office is also mandatory.

Age: Maximum Age limit is 40 years as on 01 July 2023.

Remuneration:

The monthly remuneration would be Rs.75000/- to Rs.90000/- per month depending on qualification, experience and competency of the candidate and will be fixed during negotiation.

i) In exceptional cases, if the last drawn salary is higher than the maximum salary assigned for the position, the CEO-ASUP may fix the salary with some hike based on the last drawn salary by such candidates.

ii) In case of 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 or the minimum salary assigned for the position, whichever is lower.

Tenure / Duration:

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

Other Terms & Conditions-

1. Only shortlisted candidates will be called for test/ Personal interview
2. No TA/DA is payable for attending the personal interview/ Test.
3. ASUP reserves the right to modified the required qualification/ experience at any stage during the recruitment process depending on the number of applications receives.
4. 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.
5. Last date of receiving of application-**16.08.2023**
6. 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.
7. Completed application in prescribed form along with necessary enclosure must reach to -,

**The Chief Executive Officer,
Assam Skill University Project,
3rd Floor, DECT Office Complex,
Rehabari, Guwahati-781008 (Assam)**