

Assam Skill University Project (ASUP)

Terms of Reference for Project Technical Coordinator (PTC)

A. Background of the Project:

The Assam Skill University is being set up under Externally Aided Project (EAP) funded by Asian Development Bank. The value of the Project is \$140 Million (Rs.1,016.68 Cr) including the state 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 the day-to-day management of the Assam Skill University Project.

Name of the Post - Project Technical Coordinator

Mode of Interview - Walk in Interview

Date: 24.12.2025

Minimum Educational Qualification:

Full Time 3years Diploma or 4 Years Degree in Civil Engineering from Government recognized institute.

Experience:

Minimum 20 years of experience in the execution of civil engineering projects, including the construction of roads and multistoried buildings, as well as the operation and maintenance of water supply and sewage systems within institutional campuses.

Computer Skills:

The Project Technical Coordinator must have proficiency in AutoCAD/ MSP and expertise in using Internet based applications, working with advanced word processing/spread sheet including MS Word, MS Excel, MS Power Point, related applications and software & hardware computer systems in Civil Engineering.

Responsibilities:

- a) Day to day coordination with contractor and supervision consultant for smooth conduct of construction activities.
- b) Supervise and monitor the construction activities as per the approved drawings, Quality assurance plan and approved specification.
- c) To record Measurement Book (MB) on day-to-day basis.
- d) To ensure necessary lab testing performed by the contractor as per quality assurance plan.
- e) To inspect equipment, environments and buildings including labour quarters to identify areas that can potentially cause health and safety hazards and report the same to Officer on Special Duty (OSD), ASU.
- f) Preparation of progress reports, at month ends and as and when required, and submitting the same to OSD, ASU.
- g) To ensure implementation of Environment Management Plan (EMP) by the contractor as per the contract.
- h) To ensure construction activities progress as per the approved schedule and if any deviation occurs, inform the same to OSD, ASU.
- i) To ensure works are being carried out following all the statutory norms.
- j) Verification of the Measurement sheet submitted by the contractors to the ASU and endorsing the same to OSD, ASU for release of payments/running bill.
- k) To ensure that as-built drawings are received from the contractors and verify the same regarding its correctness before submission to OSD, ASU.
- l) Assist in preparation of necessary documents required to be sent to the Government authorities.

- m) Any other duties and responsibilities that may be entrusted by the CEO or any other authority as deemed appropriate.

Remuneration:

- a) Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated the annual Cost to project (CTP) of the **Project Technical Coordinator** will be determined and mutually agreed upon with the successful candidate, which would be in the range between **Rs. 60000/- to Rs. 80,000/- per month**, depending upon the last drawn salary.
- b) 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.
- c) 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 64 years as on 01.07.2025.

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 to modify the required qualification/experience at any stage during the recruitment process depending on the number of applicants.
- c) **Date and time of walk-in interview- 24.12.2025, 11.00 A.M. onwards.**
- d) Reporting Time: All candidates shall report for document verification on or before 10:00 A.M. No candidate will be permitted to enter the venue after the stipulated time.
- e) 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.
- f) Any matters which are not specially mentioned in this advertisement will be decided by the Selection Committee.
- g) The Authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.

Sd/
Chief Executive Officer
Assam Skill University Project (ASUP)