

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

Mode of Interview – Walk in Interview

Date: 12.06.2026

Type of Employment- Contractual

Qualification:

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

Work Experience

- 08 years of professional work experience in financial management and accounting practices in Government/ Private Organization.
- Additionally, 02 years of work experience 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 June 2026.

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.

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

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.

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-

- 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- **12.06.2026, 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 update 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.

S/d
Chief Executive Officer
Assam Skill University
Project