

Terms of Reference Procurement Executive

Background of the Project:

The Assam Skill University is being setup under External Aid Project (EAP) funded by Asian Development Bank. The Government of India has received a regular loan of \$112 million from the Asian Development Bank (ADB)'s ordinary capital resources to help finance the Assam Skill University Project.

The executing agency of the project is Skill, Employment and Entrepreneurship Department (SEED) of the Government of Assam. The implementing agency of the project is Assam Skill Development Mission (ASDM) under SEED. ASDM has established a project management unit (PMU) which will be responsible for day-to-day management of the project.

Name of the Post-

Procurement Executive

No. of Post- 01

Type of Employment- Contractual

Qualification & Experience:

Graduate/ Post Graduate from any Govt. recognized University in any subject with in-depth knowledge and understanding of ADB's procurement guideline and procedures. The candidate must have at least minimum 3 years or more experience in procurement related activities with good knowledge over Assam Tender/e-procurement & GeM portal. The Candidates having experience in working for EAP project Asian Development Bank/World Bank/ JICA/ may be given preferred. Candidate must have the proficiency in editing skill with ability to prepare report and presentation.

Age: Maximum Age limit is 40 years as on 01 August 2026.

Remuneration:

The monthly Salary/Remuneration would be Rs.40,000/- to Rs.60,000/- per month. Negotiable in case of exceptional candidate.

- i) In case of exceptional candidate, if the last drawn salary is higher than the maximum salary range for this position, the authority may fix the salary with considerable enhancement of pay as per the applicable norms of ASUP with regard to last Salary/Remuneration drawn by the candidate.
- ii) In case of the last drawn salary of the candidates is less than the minimum salary range for the position, a minimum range will be offered for this position.

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 modified the required qualification/experience/ age at

any stage during the recruitment process depending on the number of applications receives.

c. 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.

d. Date of Walk in Interview- **08.09.2026, 11.00 A.M** Onwards, Reporting time: **9.30 am**.

e. Interested candidates may appear before the selection committee with all original documents in support of age, qualification, and experience along with self-attested photocopies of the same. The candidates are also required to carry 2 copies of recent passport photograph along with the filled application form (available in ASU portal).

f. The selection committee reserves the right to cancel or postpone the said interview without assigning any reasons thereof.

g. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum date of interview etc. Further, no information in respect of this advertisement shall be published in the newspaper.

**Chief Executive Officer
Assam Skill University
Project**