



ASSAM SKILL UNIVERSITY

(A Government of Assam University)

MANGALDOI, DISTRICT: DARRANG, ASSAM

Guwahati Office: 3rd Floor, DECT Building, Employment Exchange Complex, Rehabari, Guwahati – 781008

TERMS OF REFERENCE (TOR) FOR SITE ENGINEER (CIVIL) UNDER ASSAM SKILL UNIVERSITY

(A) ABOUT ASSAM SKILL UNIVERSITY

Assam Skill University (ASU) has been set up as a State Public University by the Government of Assam vide the Assam Skill University Act, 2020. The State Government foresees ASU to cater for the needs of students; Technical and Vocational Education and Training (TVET) and higher education institutions; and industries in neighbouring countries, which face similar challenges in skills education and training, and with which the state has long-standing relationships. ASU is being set up at Mangaldoi (Darrang district), located about 70 kilometres east of Guwahati. Mangaldoi is connected by National Highway 15. The main campus at Mangaldoi is under construction over a plot of land measuring 83 acres (250 Bigha) and is likely to be ready for occupation in July, 2025.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

*The key job responsibilities of the **Site Engineer (Civil)** shall include but not limited to the following:*

- 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 have been 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. Day to day liaising with local administration, as and when necessary.
- g. Preparation of progress reports, at month ends and as and when required, and submitting the same to OSD, ASU.
- h. To ensure implementation of Environment Management Plan (EMP) by the contractor as per the contract.
- i. To ensure construction activities progress as per the approved schedule and if any deviation occurs, inform the same to OSD, ASU.
- j. To ensure works are being carried out following all the statutory norms.
- k. 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.
- l. To ensure that as-built drawings are received from the contractors and verify the same regarding its correctness before submission to OSD, ASU.
- m. Assist in preparation of necessary documents required to be sent to the Government authorities.
- n. Any other task assigned by Vice-Chancellor/ Registrar, Assam Skill University (ASU).

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC.

1. **Educational Qualification:** Full Time 3 year Diploma in Civil Engineering from Government recognised institute.
2. **Working Experience:** Minimum 5 years of professional experience extensively in execution of large Civil Engineering project, construction of roads & multi-storeyed buildings / maintenance of water supply and sewage system in large Institutional campus..

3. **Computer Skills:** The **Site Engineer (Civil)** 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.
4. **Language:** Fluency in English and Assamese is essential.
5. **Desirable Qualifications, Experience, Skills etc.:**
 - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multitasking
 - b. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.
6. **Age:** The candidate shall not be of more than 35 years of age as on 1st January, 2024.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

1. The tenure of **Site Engineer (Civil)** is for a period of 06 (six) months from the date of joining. Extension of the service tenure beyond **06 (six) months** will depend upon his/her performance.
2. The contract with **Site Engineer (Civil)** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to Assam Skill University (ASU). The assignment is purely contractual in nature and the candidate shall not have any claim for regularisation of his/ her service. ASU shall not undertake any responsibility for subsequent deployment of **Site Engineer (Civil)**.
3. The **Site Engineer (Civil)** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **Site Engineer (Civil)** will have to serve the University on full time basis and shall not undertake any other work/ assignment during his service tenure with ASU.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

1. The consolidated fixed remuneration of the **Site Engineer (Civil)** shall be in the range of **INR 35,000.00 to 50,000.00 per month**. Taxes as applicable shall be dealt with as per applicable laws.
2. The **Site Engineer (Civil)** shall be based out of university site **i.e. Mangoldoi, Assam** or as per discretion of the management of Assam Skill University. Travelling, Boarding & Lodging expenses for approved official tours outside posted district will be reimbursed as per prevailing university rules.
3. The provisions of leave would be as per university rules for contractual employees.

(F) REPORTING & PERFORMANCE REVIEW

Site Engineer (Civil) shall report to the OSD, ASU (under the overall command of Registrar, ASU). The performance of the **Site Engineer (Civil)** will be evaluated first by the OSD, ASU and to be forwarded to Registrar, ASU subsequently for final consideration.

Notes: This is a draft ToR and Registrar, ASU reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.
