

GOVERNMENT OF ASSAM
OFFICE OF THE PROJECT DIRECTOR
(JICA FUNDED ASSAM HEALTH SYSTEM STRENGTHENING PROJECT)
DIRECTORATE OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-781022

No. DME/PMU/138/2021/11191

Dated: 18/05/2022

Project Summary

The JICA funded “Assam Health System Strengthening Project” has been undertaken by Health & F. W. Department Government of Assam with an objective to improve the quality of Medical Services by comprehensively promoting the development of public medical institutions in the state of Assam. The components of the project are construction & development of super specialty wings in six medical colleges, infrastructure development of hospitals, training & capacity building of medical staff and improvement of Hospital Management Information System etc.

The Project Implementation Unit (PIU) under JICA funded “Assam Health System Strengthening Project” at Directorate of Medical Education, Assam will be headed by the Director or his representative not below the rank of Deputy DME. The main responsibilities of the PIU is the development of implementation and annual plans for the project, the management and monitoring of progress, the annual evaluation of the achievement based on the plan and reporting to PMU on quarterly basis. The PIU will also be responsible to collaboration across tertiary, secondary and primary level’s medical institutions in order to establish the Universal Health Care (UHC) model, which is the goal of the project.

The Project Implementation Unit (PIU) under JICA funded “Assam Health System Strengthening Project” would have inter alia the following staffs:

- **Project Management Specialist(PMS) - 1 (one) Position**
- **Project Engineer (PE) - 1 (one) Position**
- **Project MIS Specialist (PMISS) - 1 (one) Position**

The PIU of Directorate of Medical Education, Assam is seeking to engage interested and qualified professionals on **purely contractual basis** for the position of **Project Management Specialist (PMS), Project Engineer (PE) and Project MIS Specialist (PMISS)**.

APPLICATION PROCESS:

Interested candidates may apply as per the prescribed Application Format (Annexure-1) along with self-attested copies of testimonials relating to educational qualification, experience, etc. Candidates applying for multiple positions will have to submit separate application forms against each post. The application should be submitted in a sealed envelope clearly mentioning the post applied for at the top and addressed to – **The Director, Directorate of Medical Education, Assam, Sixmile, Guwahati- 781022**. The last date of submission of application is **31-05-2022**.

No applications received after the last date will be entertained.

The detailed advertisement along with the application form are uploaded in the official website <https://dme.assam.gov.in>

1. Project Management Specialist (PMS)**Key job responsibilities include:**

- a) The PMS will need to Plan and monitor the project. Planning can be done with the involvement of team members and user Departments.
- b) Monitor overall progress and resource use. It is important for project management Specialist to take corrective measures where needed.
- c) Maintaining the project on track and keeping up to date with required reports with timely progress through different quality presentations.
- d) The PMS should ensure that appropriate technical and quality standards are applied.
- e) The PMS will actively involve in rolling out of Civil & Electrical Infrastructure of the JICA funded project in the medical colleges.
- f) The PMS will provide daily update on the project rollout status to Administrative Officer/Nodal Officer/Alternate Nodal Officer and other members.
- g) The PMS will be organizing day-to-day schedule of the concerned PIU office. He/ She will accurately pass all incoming information to relevant staff as well as coordination with Administrative Officer, Nodal Officer/Alternate Nodal Officer and other members of PIU.
- h) The PMS should be able to implement a suitable and optimum process framework for execution, delivery, and support the project objectives.
- i) The PMS should ensure confidentiality, database management of all incoming and outgoing important official documentation for the PIU.

- j)** The PMS should ensure effective mail management: receiving and sending (letters, email), taking prints of mails and putting up in relevant files in consultation with and as authorized by Administrative Officer/Nodal Officer/Alternate Nodal Officer and other members.
- k)** The PMS should be well versed with Power Point Presentation, V-lookup, Pivot Table, Dashboard, etc and any other computer applications which will be essential for day-to-day activities.
- l)** The PMS will ensure support towards efficient logistical arrangements for all meetings, seminars, conferences and training sessions organized by the PIU and extending need-based support to PIU. The PMS will also draft the necessary minutes of meeting/ record notes from handwritten notes etc.
- m)** The PMS will keep a proper check on the stocks and office supplies, stationery etc to PIU members and alerting the Administrative Officer/Nodal Officer/Alternate Nodal Officer/ Procurement staff for replenishment of stock before it lasts;
- n)** The PMS will perform any other related tasks as determined by Administrative Officer/ Nodal Officer of PIU.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Educational Qualification: The PMS should possess at least a Post Graduate degree/Diploma/Executive (MBA) Business Administration or Engineering Degree in any field from recognized University/Institution.

Working Experience: The PMS must have at least seven (7) years (from the date passing his/her required educational qualification) hand on experience in project management activities in any World Bank Project or public/ private sector organization or The PMS must have at least ten(10) years (from the date passing his/her required educational qualification) hand on experience in project management activities in any World Bank Project or public/ private sector organization for graduate Engineering degree.

Computer Skills: Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point etc.) including email.

Language: Good knowledge of written and spoken Assamese, English, & Hindi will be added advantage.

Age: Age of the candidate should not be more than 45 years as on 1st January, 2022

REPORTING & PERFORMANCE REVIEW

PMS will report to Nodal officer, PIU. The performance of the PMS will be evaluated by Project Director/Nodal Officer.

FACILITIES TO BE PROVIDED TO PMS.

Access to require documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The PMS will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer/office consumables, and internet access.

REMUNERATION & PAYMENT TERMS

- 1) The consolidated fixed remuneration of the PMS shall be of Rs. 60,000- 90,000 per month. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked- incentive, communication allowance, etc.
- 2) Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

2. Project Engineer (PE)

Key job responsibilities include:

- a) The PE will actively involve in rolling out of Civil & Electrical Infrastructure in the medical colleges.
- b) The PE is required to review the design and drawings for the construction/renovation works to be done.
- c) PE shall support the PIU and implementing agencies in documentation, monitoring, verification, compliances related to civil works planned in the project as mentioned above.
- d) PE shall be responsible for overseeing implementation of works by the concerned implementing agency/contractor according to the specifications, drawings, design and BOQ of the contract agreement.

- e) PE shall coordinate, monitor and assist in utility shifting/relocation and removal of obstructions.
- f) Assisting the Nodal Officer with technical inputs during disputes, arbitration proceedings and any other hearings held by statutory and legal bodies.;
- g) The PE will perform any other related tasks as determined by Nodal Officer of PIU.
- h) Review the design, drawings, DPRs etc prepared by the architecture/consultancy firm hired by the project including those submitted by the line departments to the PIU for approval.
- i) Evaluation of the bids as per the Bidding Documents, supporting the evaluation/approval committee formed for the purpose, taking the minutes etc.
- j) Carrying out field visits for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit inspection reports to the Nodal Officer.
- k) To ensure that the civil work/Electrical work activities of the Project are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
- l) Field visit for the inspection and ongoing construction activity is must during the Project period.
- m) Verification of the Contractor's bills/vouchers submitted by the contractors and endorsing the same for release of payments.t

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Educational Qualification: The PE should possess at least Engineering degree in any field from recognized University/Institution.

Working Experience: The PE must have at least Five (5) years (from the date passing his/her required educational qualification) hand on experience in Construction activities in any World Bank Project or public/ private sector organization.

Computer Skills: Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point etc.).

Language: Good knowledge of written and spoken Assamese, English, & Hindi will be added advantage.

Age: Age of the candidate should not be more than 40 years as on 1st January, 2022

REMUNERATION & PAYMENT TERMS

1) The consolidated fixed remuneration of the **PE** shall be of Rs. 30000- 50000 thousand per month. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration, communication allowance, etc.

2) Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

2) Project MIS Specialist (PMISS)

Key job responsibilities include:

- a) PMISS would be instrumental in developing a robust MIS System for the project and also to integrate already developed MIS Applications for the project.
- b) He/She will coordinate and supervise the development of the project MIS system and provide guidance for developing programs/applications as per the requirement of the project and PIU;
- c) Training the project and PIU staff in the use of MIS system so developed;
- d) Troubleshooting to ensure smooth implementation of the MIS application. Identify, resolve/rectify issues relating to flow blockades, user interface issues, networking problem and security concerns.
- e) Ensure that the reporting, communication, financial and procurement systems of the project are embedded into the MIS system of the project;
- f) Participate and contribute to the review meetings.
- g) Participate in knowledge sharing meetings with team members at PIU.
- h) Involved in Development, execution and implementation of applications for PIU
- i) Lead IT related communication with government and other partners of Project.
- j) Provide clarifications to stakeholders on project related IT issues as needed;
- k) Maintain source-code used in developing software/MIS Applications/Website/WebPortal etc

- l)** Ensure regular updating w.r.t. content related to Establishment and administration of efficient email system for PIU and project staff, including controlling privileges & permissions to database users, maintaining user accounts, and profiles
- m)** Maintaining the technical aspects of the Social media pages, blogs, online discussion forums etc of project with regular technical updates.
- n)** Ensuring seamless communication within the project team and project partners through the project IT infrastructure.
- o)** Travel Requirements: The PMISS will be required to undertake field-visits and tours to the project locations, with prior approval of the Nodal Officer.
- p)** The PMISS will acquaint himself/herself thoroughly with Project's Financial Management Manual (FMM) along with related policies and procedures.
- q)** Maintenance of Cashbook/Ledger/Bank statements/Cheque Book etc. and update the accounting data in accounting software (Tally or other applicable software).
- r)** Preparation of Statement of Expenditure (SOE), Utilization Certificate (UC), Financial Reports, Sanction Proposals, Fund Release Proposals & ensuring timely submission through Nodal Officer to PIU
- s)** Contribute to preparation of Annual Work Plans (AWPs), Annual Action Plans (AAPs), Procurement Plan of Project and gaining need based basic knowledge of procurement procedures.
- t)** PMISS should have the knowledge of Public Financial Management System (PFMS), GEM, E -Tender procedures.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Educational Qualification: The PIMSS should possess at least MCA/ (B.E./B. Tech with DCA from recognized University/Institution.

Working Experience: The PMISS must have at least Five (5) years (from the date of passing his/her required educational qualification) hand on experience in project MIS& Finance activities in any World Bank Project or public/ private sector organization.

Computer Skills: Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications.

Language: Good knowledge of written and spoken Assamese, English, & Hindi will be added advantage.

Age: Age of the candidate should not be more than 40 years as on 1st January, 2022.

REMUNERATION & PAYMENT TERMS

- 1) The consolidated fixed remuneration of the PMISS shall be of Rs. 30000- 50000 thousand per month. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc.
- 2) Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

FACILITIES TO BE PROVIDED TO PMISS.

Access to require documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The PMISS will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer/office consumables, and internet access.

DURATION OF THE CONTRACT, NOTICE PERIOD ETC.

- 1) The tenure of contract is intended for entire duration of the project and co-terminus with the project period. However, continuity of the contract beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.
- 2) The contract 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 incurring any liability to the Directorate/ Department/ Govt. of Assam. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the project closing date. The Department/ Govt. of Assam/ shall not undertake any responsibility for subsequent deployment.
- 3) The PMS/PE/PMISS shall not assign or sub-contract, in whole or in part, his/her obligations except with the Reporting Officer's prior written consent and will have to serve the project on full time basis.
- 4) He/she will provide services from the Office of the PIU.

Sd/-

Director of Medical Education, Assam

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-22,

No. DME/PMU/138/2021/

Dated: /05/2022

Recruitment of different positions for setting up of Project Implementation Unit (PIU) at Directorate of Medical Education, Assam under JICA funded Assam Health System Strengthening Project

Director of Medical Education on behalf of Project Director, JICA invites applications to fill up the following positions on contractual basis of 11 (eleven) months initially.

Sl. No.	Name of the Post	No. of vacancies
1	Project Management Specialist (PMS)	1 (one) position
2	Project Engineer (PE)	1 (one) position
3	Project MIS Specialist (PMISS)	1 (one) position

Filled up application form along with all necessary documents should reach the office of Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22 on or before **31st May, 2022**. No applications shall be received after the last date of submission.

The detailed advertisement along with the application form are uploaded in our official website <https://dme.assam.gov.in>

Sd/-
Director of Medical Education, Assam

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate(In Block Letters):
2. Father's/Husband's Name:
3. Mother's Name:
4. Gender:
5. Marital Status:
6. Nationality(attach a copy of evidence):
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Email ID:
12. Passport No. (If available)(Attach a copy):
13. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
14. Age(As on 1st January'2022):___Years___month(s)
15. Current Designation(if employed):
16. Current Employer's Full Address with email and phone number:
17. Educational Qualification(attach copies of certificates):



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/Unive rsity	Class/Percenta ge of marks obtained
1.	Graduation					
2.	Post- graduation					
3.	Others (if any)					

18. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

19. Total Professional Experience: _____ Years _____ month

20. Details of Professional Experience (Starting from latest))(attach copies of experience certificates):**

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yy)	Summary of Services provided

***Attach latest salary certificate.*

21. Write a brief note describing why you would like to be associated with us: (Maximum 250 words)

22. Language proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak

23. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

24. Name and Address of two persons from whom we may seek reference about you:
(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

25. Do you have any criminal or corruption charges against you? (If yes furnish details)

26. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

27. **Have you ever been discharged or forced to resign from any position?** (If yes furnish details)

IMPORTANT Notes:

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the Director, Directorate of Medical Education, Assam to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by Director would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date:

Signature of the Candidate

Place:

1. Candidates shall complete this application in not more than 10 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 15 pages), evidencing that he/she is qualified to perform the services. ***The complete application along with certificates/testimonials shall not be more than 25 (twenty five) pages or else the application may not be considered.***
2. While self- attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that **applications without self-attested copies of certificates/ testimonials relating to Educational Qualifications and Trainings shall be rejected.**