

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/138/2021/18640-A

Dated: 28-09-2021


Recruitment of different positions for setting up of Project Management Unit (PMU) for 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 for a period of 11 (eleven) months initially:

Sl. No.	Name of the Post	No. of vacancies
1.	Project manager (Team Leader)	1 (one) post
2.	Finance Specialist	1 (one) post
3.	Health Management Specialist	1 (one) post
4.	IT/MIS Specialist	1 (one) post
5.	Project Engineering Specialist	1 (one) post
6.	Capacity Building and Training coordinator	1 (one) post
7.	Project Engineer	1 (one) post
8.	LDA - Accounts	1 (one) post
9.	LDA	1 (one) post

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 **11th October, 2021**. No applications received after the last date will be entertained.

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


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H Director of Medical Education, Assam

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/138/2021/18660

Dated: 28/09/2021

Recruitment of different positions for setting up of Project Management Unit (PMU) for JICA funded "Assam Health System Strengthening Project"


Health and Family Welfare Department, Government of Assam with assistance from the JICA will be implementing "Assam Health System Strengthening Project". For this purpose, Project Director, JICA project intends to set up the Project Management Unit to be initially housed in Directorate of Medical Education, Govt of Assam in order to assist Govt of Assam in formulation and implementation of the project.

Director of Medical Education on behalf of Project Director, JICA invites applications to fill up various positions on contractual basis for a period of 11 (eleven) months initially, in prescribed format along with all relevant self-attested testimonials from eligible candidates for the under noted contractual positions. The upper age limit is restricted to 45 years as on 01-01-2022. In-service personnel need to apply through proper channel. The application form is uploaded in our official website <https://dme.assam.gov.in>. 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 **11th October, 2021**. No applications received after the last date will be entertained.

Sl no	Positions	Qualification & Experience	No. of Positions	Remuneration range
1	Project Manager (Team Leader)	<ul style="list-style-type: none"> • Post Graduate in business management, engineering, construction management • Minimum of 8 years' relevant experience project management, project planning, construction management, programme management, PPP, public policy etc • Experience of managing health /urban infrastructure is desirable • Should have experience of procurement of good and services • Experience of PPP projects desirable • Experience in preparation of feasibility report, detailed project report is highly desirable • Familiar with MS Office and Internet. 	1 (One) for PMU office in Guwahati	Rs. 90000 to RS. 120000
2	Finance Specialist	<ul style="list-style-type: none"> • MCOM/MBA(Finance)/CA/ICWA or equivalent • Minimum 5 year of relevant working experience in budgeting, Accounting, 	1 (One) for PMU office in	Rs. 60000 to Rs. 90000

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Sl no	Positions	Qualification & Experience	No. of Positions	Remuneration range
		<p>financial management for large scale programmes/ projects etc.</p> <ul style="list-style-type: none"> • Experience of working in Government programmes or externally aided projects preferred. • Must be computer literate, knowledge of tally software will be an added advantage • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material. • Strong communication skills in English, Hindi and Local Language 	Guwahati	
3	Health Management Specialist	<ul style="list-style-type: none"> • MBBS/MD from any recognized institute or university • Should have Five years of professional work experience at the state and national levels in planning, programming, implementation monitoring and evaluation of technical cooperation programmes related to Health. Professional work experience in a managerial position, or a technical expert position in managing/assessing health infrastructure at state /national level will be an asset. • Should have experience in assessing requirement of hospital /diagnostic equipment as per latest technology available • Should have experience in functionality assessment of hospital/diagnostic equipment • Should have extensive experience in emerging technology in healthcare management • Experience of working in Government programmes/ projects or externally aided projects preferred • Must be computer literate, knowledge of tally software will be an added advantage • Exceptional degree of integrity, judgment and tact in handling the 	1 (One) for PMU office in Guwahati	Rs. 60000 to Rs. 90000


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SI no	Positions	Qualification & Experience	No. of Positions	Remuneration range
		<p>most sensitive, diverse and confidential material.</p> <ul style="list-style-type: none"> • Strong communication skills in English, Hindi and Local Language. 		
4	IT/MIS Specialist	<ul style="list-style-type: none"> • Post Graduate degree in IT/MCA/M Tech (IT) /MBA (IT) /Post Graduate degree in Data analytics • Should have Minimum 5 years' experience in IT domain specially in preparing IT strategy, e governance, rolling IT implementation, system integration, MIS, data analytics etc • Should have experience in procurement of IT equipment/ implementation of large-scale government project. • Experience of working in Government programmes/ projects or externally aided projects preferred 	1 (One) for PMU office in	Rs. 60000 to Rs. 90000
5	Project Engineering Specialist	<ul style="list-style-type: none"> • Graduate in Civil engineering from any AICTE approved recognized institute or university • Minimum 5 years of relevant post qualification experience preferably in design, supervision, project management in building, urban infrastructure projects. • Experience of working in health infrastructure projects will be an additional qualification • Experience of working with infrastructure project of externally aided funded project is desirable • The applicant must be computer literate and has to be well conversed with MS-Office package/AUTOCAD etc • Experience in project management software packages like primavera, MS-project will be added advantage • Strong communication skills in English, Hindi and Local Language. 	1 (One) for PMU office in	Rs. 60000 to Rs. 90000
6	Capacity Building and Training coordinator	<ul style="list-style-type: none"> • Post Graduate in Social Sciences/ business Management / Human resource/personal management • Minimum of 5 years' relevant 	1 (One) for PMU office in	Rs. 60000 to Rs. 90000

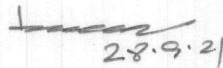
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Sl no	Positions	Qualification & Experience	No. of Positions	Remuneration range
		<p>experience in Development projects in CB/training including developing, conducting, coordinating and managing training programs in Government/ reputed corporate entity.</p> <ul style="list-style-type: none"> • Experience in preparation of training modules/session plans, conducting training need analysis highly desirable. • Experience of working in health sector projects is desirable • Experience in preparation of reports and documents highly desirable • Familiar with MS Office and Internet. 		
7	Project Engineer	<ul style="list-style-type: none"> • Graduate in Civil engineering from any AICTE approved recognized institute or university • Minimum 2 years of relevant post qualification experience preferably in design, supervision, project management in building, urban infrastructure projects in Government/ reputed corporate entity. • The applicant must be computer literate and has to be well conversed with MS-Office package/AUTOCAD etc • Experience in project management software packages like primavera, MS-project will be added advantage • Strong communication skills in English, Hindi and Local Language. 	1 (One) for PMU office in	Rs. 30,000 to Rs. 50,000
8	LDA - Accounts	<ul style="list-style-type: none"> • Graduate in Commerce from a recognized Institute or university • Minimum 2 years of relevant post qualification experience in budgeting, financial management, accounts and audit in Government/ reputed corporate entity. • Candidates working in similar capacity in Government projects/PSU/Externally aided projects will be given preference • Experience of working with Tally 	1 (One) for PMU office in Guwahati	Rs. 25,000-30,000

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SI no	Positions	Qualification & Experience	No. of Positions	Remuneration range
		software. <ul style="list-style-type: none"> • Sound knowledge of Government Accounting, Income Tax, GST and other Taxation matters. • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material. • Must be computer literate and should have knowledge MS-Office, Internet, e-mail etc. • Strong communication skills in English, Hindi and Local Language. 		
9	LDA	<ul style="list-style-type: none"> • Graduate in any stream from a recognized Institute or university • Minimum 2 years of relevant post qualification experience in Office Administration/ File Management/ Office Correspondence with Government projects. • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material. • Strong communication skills in English, Hindi and Local Language. • Must be computer literate and should have knowledge MS-Office, Internet, e-mail etc. 	1 (One) for PMU office in Guwahati	Rs. 25,000-30,000
Total Positions			9 (Nine)	

The remuneration for the above-mentioned posts will be subject to negotiations, performance, skill and delivery. Only shortlisted candidates will be called for interview/written test. The candidates are requested to attend the interview/written test at their own cost. No TA/DA will be provided to the candidates for appearing in the interview/written test.


 28.9.21
 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 31stJuly'2021) :**____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):

Paste self attested
Recent Passport
Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage 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(s)

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

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

** Attach latest salary certificate.

21. Write a brief note describing why 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)

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 Project Director, JICA 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 Project Director, JICA 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 :

IMPORTANT Notes:

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.**