



ASSAM INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION

(A GOVT OF ASSAM UNDERTAKING)

Industrial Estate, Bamunimaidam, Guwahati-21

E mail: md-aiidc@assam.gov.in

ADVERTISEMENT

Applications are invited from eligible candidate for engagement against few vacant posts, in Assam Industrial Infrastructure Development Corporation (AIIDC).

Interested applicants having the required qualifications, age, experience & other requirements may apply to the Managing Director, AIIDC, IE Bamunimaidam, Guwahati-21, by submitting detail Bio-Data, including experience etc along with all supporting documents within 30 (thirty) days time from the date of publication of this advertisement.

Only short listed applicants with required qualification experience etc will be invited to appear before a written test/interview in due course of time. Details about the posts, job profiles, qualification & other required criteria may be accessed to the website of AIIDC www.aiidc.assam.gov.in.

Sl no	Name of the post, Pay scale & no of vacancy	Educational qualification	Experience (Essential)	Age as on 0101 2021	Broad area of works & essential requirements.
1	Dy. General Manager (Human Resource & Administration) Rs.30,000 – Rs.1,10,000 with GP Rs.16,900 (PB-4) Vacancy -1	Post Graduate in any stream(MCom/MA/MBA/MSc) with LLB Degree	At least 7 years of working experience in Human Resource Management or Administration.	Below 45 years	Detailed in the annexure available in www.aiidc.gov.in
2	Dy. General Manager (Project Management) Rs.30,000 – Rs.1,10,000 with GP Rs.16,900 (PB-4) Vacancy -1	B Tech and MBA	At least 7 years of experience in Project Management in Govt/ reputed PSU or Govt Societies/any organisation like in reputed consultancy firm.	Below 45 years	Detailed in the annexure available in www.aiidc.gov.in
3	Dy General Manager (Finance) Rs.30,000 – Rs.1,10,000 with GP Rs.16,900 (PB-4) Vacancy -1	Graduate in any discipline, preferably in Commerce Stream	At least 10 years of experience in Financial Management in Govt/PSU/Society	Below 65 years	Detailed in the annexure available in www.aiidc.gov.in
4	Dy. Manager (IT) Rs.30,000 – Rs.1,10,000 with GP Rs.14,500 (PB-4) Vacancy -1	Master of Computer Application (MCA) with Certificate Course in Hardware and Networking.	At least 10 years of IT related experience out of which at least 7 (seven) years experience in Govt/Semi Govt/PSUs.	Below 47 years	Detailed in the annexure available in www.aiidc.gov.in
5	Accountant Rs.22,000 – Rs.87,000 with GP Rs.9100 (PB – 3) Vacancy -1	B Com (Accountancy /Cost Accountant) or equivalent	At least 7 years of similar experience in Accountancy/Cost Accountancy.	Below 45 years	Detailed in the annexure available in www.aiidc.gov.in

Sd/-

Managing Director
Assam industrial infrastructure
Development Corporation

Memo No. AIIDC/2042/2020/2259

Dated Guwahati, the 20th October 2021

Copy to :

1. The Commissioner of Industries & Commerce, Assam Udyog Bhawan, Bamunimaidam, Guwahati-21 , for favour of kind information.
2. The PS to the Principal Secretary to the Govt. of Assam, Industries, Commerce & Public Enterprise Department Block-D, Dispur, Guwahati-6 for favour of kind information of Principal Secretary.
3. Sri Arup Chakroborty, Dy Manager, AIIDC for information. He is requested to upload the above Advertisement in the official website of AIIDC www.aiidc.assam.gov.in.

Sd/-

Managing Director
Assam industrial infrastructure
Development Corporation

JOB DESCRIPTIONS & BROAD AREAS OF WORKS

1. Job description for Dy General Manager- Human Resource & Administration:

Designation	Deputy Gteneral Manager
Level	Mid-Management
Vertical	Human Resource and Administration
Administrative and Functional Reporting	Managing Director
Tenure	As applicable
Position	1
Place of Posting	Headquarters of AIIDC, Guwahati
Qualification	Post Graduate in any stream(M Com/MA/MBA/MSc) with LLB Degree
Experience	At least 7 years of experience in Human Resource Management or Administration
Other Requirements	Strong Communication and Documentation skills in English Experience in Govt. Infrastructure Sector. (PSU), Infrastructure Sector Societies will be preferred
Age Limit	Below 45 years
Pay Structure	Rs.30,000 – Rs.1,10,000 with Grade Pay of Rs.16,900 (PB-4)
	DGM will be responsible to provide directions, guidance and support to the AIIDC team.
	Broad Area of Work
	HR Activities
	<ul style="list-style-type: none"> ▲ Recruitment: Recruitment for positions at State, District, Block and Cluster through external Recruitment Agency ▲ Job Descriptions and Job Specifications: Designing Job Descriptions across all levels and for all Verticals ▲ Induction and Orientation ▲ Govt. Procedure Training: Knowledge about Govt. Systems, procedures and protocols. ▲ Skill Gap Analysis: Carry out skill Gap Analysis by development of Skill Mapping format for identifying next phase of training needs. ▲ Capacity Building: Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building. ▲ Annual Performance Appraisal: Design and Develop formats for Annual Performance Appraisal for the staff. ▲ Policies: Policies related to Compensation, Transfer, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit ▲ Development of HR Policy & Manuals: Development of a uniform and comprehensive HR Policy by the development of Human Resource, Capacity Building and Performance Appraisal & Incentive Manual ▲ Employees Empowerment, Employee Engagement, Employee Retention ▲ Entire HR Generalist Profile
	Admin Activities
	<ul style="list-style-type: none"> ▲ Administrative Support: Provision of adequate Human Resource, Office utilities, Logistics arrangements, Facilities maintenance, tackling all disciplinary issues with suitable action, Conduct of Timely Meetings, Vendor Management, issuing of necessary Orders, Circulars & Notices, Monitoring the work of outsourced staff ▲ Record Management: Maintenance of Records (Board Meeting Minutes), chronological records with segregation and grading of top priority correspondences, Classification of Files, Documentation, Archives etc. ▲ Liaison and Coordination: Liaison with Govt. Departments and Ministry for the compilation, circulation and dissemination of required information. ▲ Statutory Compliances under AIIDC Act: This includes preparation of Agenda for timely conduct of Board Meetings, Audit Committee Meeting, Annual General Meeting etc. Compilation of Minutes and its circulation for approval and further necessary action ▲ Annual Action Plan- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for HR & Admin ▲ Tender Documents- Finalization of tender documents with detailed TOR and scope of work for hiring of organization for services through competitive bidding ▲ RTI: Handling RTI queries being the PIO (Public Information Officer) ▲ Any work as and when required

Job Description for Deputy General Manager – Project Management

Designation	Deputy General Manager
Level	Mid-Management
Vertical	Project Management
Administrative and Functional Reporting	Managing Director
Tenure	As applicable
Position	1
Place of Posting	Headquarters of AIIDC, Guwahati
Qualification	B Tech and MBA
Experience	At least 7 years of experience in Project Management in Govt/ reputed PSU or Govt Societies/any organisation like in reputed consultancy firm.
Other Requirements	Strong Communication and Documentation skills in English Experience in Govt. Sector (PSU), Infrastructure Sector will be preferred
Age Limit	Below 45 years
Pay Structure	Rs.30,000 – Rs.1,10,000 with Grade Pay of Rs.16,900 (PB-4)
	<p>Broad Area of Work</p> <ul style="list-style-type: none"> ▶ Project Planning & Handling ▶ Project Budget and cost with quantity estimation, cost estimation and item specification. ▶ Arrangement of all resources, site supervision, surveying, Quality control, supervision of all works related to Building construction, Coordination with client and consultant. Clarify any discrepancy or issues related to Drawings & Execution etc. ▶ Team of engineer of different projects for meeting with consultants and conclusion for approval of drawings. ▶ Project Planning and scheduling. ▶ Quantity Surveying & Preparation of BOQ and Contracts & Comparatives statement ▶ Client Contractor & Contractor Billing ▶ Reconciliation of material ▶ Preparation of monthly reconciliation statement of building material ▶ Co-ordination with client and consultants ▶ Checking the construction activities at site. ▶ Monitoring, Execution of RCC, Brickwork, Plastering, Shuttering, Sewer line & manholes, Drainage System as per Drawings. ▶ Staircases, RCC Walls & reconciliations. ▶ Controlling the site activities in safety and quality manner. ▶ Supervision of the working labour to ensure strict conformance to methods, quality and safety. ▶ Review Daily Progress Report & revised plan for the next day. ▶ Active interaction with Architect and sub-contractors. ▶ Monitoring documentation works & daily progress report of the site. ▶ Monitoring, Preparation of the B.O.Q, Abstract of Cost, RA Bills, Debit Notes, Work Order etc. & also certifying the bills of vendors & subcontractors.

Job Description for Deputy General Manager – Finance

Designation	Deputy General Manager
Level	Mid-Management
Vertical	Finance
Administrative and Functional Reporting	Managing Director
Tenure	As applicable
Position	1
Place of Posting	Headquarters of AIIDC, Guwahati
Qualification	Graduate in any discipline, preferably in Commerce Stream
Experience	At least 10 years of experience in Financial Management in Govt./PSU/Society
Other Requirements	Strong Communication and Documentation skills in English Experience in Govt. infrastructure Sector (PSU), Infrastructure Sector will be preferred
Age Limit	Below 65 years
Pay Structure	Rs.30,000 – Rs.1,10,000 with Grade Pay of Rs.16,900 (PB - 4)
	<p>Broad Area of Work</p> <p>Financial Strategy</p> <ul style="list-style-type: none"> ▶ Lead the development of finance strategy and plan at the project/ related branches ▶ Determine cost effectiveness of service delivery, seek input and action from other stakeholders at project / Corporate ▶ Review Hub performance against Hub budget, Corporate budget and overall strategy <p>Budgeting and Reporting</p> <ul style="list-style-type: none"> ▶ Review and finalize annual budget ▶ Review Budget and Business Plan forecasting analysis ▶ Prepare profitability estimates and actual result statements on monthly and periodic basis ▶ Advise project head on financial status/ performance of the project <p>Review monthly and periodic MIS statements</p> <ul style="list-style-type: none"> ▶ Oversee management and coordination of all fiscal reporting activities of projects ▶ Review Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place. ▶ Completion of Month end activities on time/ error free <p>Review and Governance</p> <ul style="list-style-type: none"> ▶ Review of books of accounts with a view to ensure monthly closing of accounts ▶ Liaise with operations team for price increase and renewal of contracts as and when required ▶ Oversee collections across project units and manage escalations ▶ Implement cost control measures to keep overhead costs under control ▶ Monitor availability of funds at projects ▶ Ensure maintenance of appropriate internal controls and financial procedures ▶ Monitor expenses and ensure control ▶ Drive implementation of financial policies at the Projects ▶ Ensure smooth audits and regular interaction with auditors

Job Description for Dy. Manager – (IT)

Designation	Dy Manager
Level	Mid-Management
Vertical	HR and Admin
Administrative and Functional Reporting	GM and Admin
Tenure	As applicable
Position	1
Place of Posting	Headquarters of AIIDC, Guwahati
Qualification	Master of Computer Application (MCA) with Certificate Course in Hardware and Networking.
Experience	At least 10 years of IT related experience out of which at least 7 (seven) years experience in Govt/Semi govt/PSUs.
Other Requirements	Strong Communication and Documentation skills in English. Experience in Industrial IT Sector will be preferred
Age Limit	Below 47 years
Pay Structure	Rs. 30,000.00 - Rs.1,10,000.00 + Grade Pay Rs.14,500.00 (PB-4)
	<p>Broad Area of Work</p> <ul style="list-style-type: none"> ▶ All IT activities of the organisation including Mapping of infrastructures & co related activities. ▶ Co-ordinating with concerned Business team in connection with drafting / vetting of IT related matters, reply to various IT related notices received by the organization. ▶ Understanding the commercial aspects of operations and advising the business team suitably on various matters. ▶ Undertaking effective claims management for various projects due to delay in execution of the project. ▶ Drafting and implementing various IT related processes, Standard Templates, guidelines, SOP, Compliance management, Risk Management, Ethics and Compliance Policy, Contract Management Policy etc. ▶ Undertaking advisory role to the management and providing IT inputs, opinions to safeguard the interest of the Company and also providing interpretation of various IT related Acts, Notifications, Provisions / Bills / Ordinance. ▶ Office IT Hardware Maintenance with Networking.

Job Description for Accountant

Designation	Accountant
Level	Mid-Management
Vertical	Finance
Administrative and Functional Reporting	Dy General Manager (Finance)
Tenure	As applicable
Position	1
Place of Posting	Headquarters of AIIDC, Guwahati
Qualification	B Com (Accountancy/Cost Accountant) or equivalent
Experience	At least 7 years of similar experience
Other Requirements	Strong Communication and Documentation skills in English Experience in Govt. Sector (PSU), Infrastructure Sector will be preferred
Age Limit	Below 45 years
Compensation	Rs.22,000.00 – Rs.87,000.00 + Grade Pay Rs.9100.00 (PB – 3)
	<p>Broad Area of Work</p> <p>Accounting and Reporting</p> <ul style="list-style-type: none"> ▶ Review and finalize annual account ▶ Prepare profitability estimates and actual result statements on monthly and periodic basis ▶ Review monthly and periodic MIS statements ▶ Keeping records of all Accounts Payable and Accounts Receivable ▶ Completion of Month end activities on time ▶ Review of books of accounts with a view to ensure monthly closing of accounts ▶ Liaise with operations team for price increase and renewal of contracts as and when required ▶ Monitor availability of funds at projects ▶ Ensure maintenance of appropriate internal controls and financial procedures ▶ Monitor expenses and ensure control ▶ Drive implementation of financial policies at the Projects ▶ Ensure smooth audits and regular interaction with auditors

APPLICATION FORM

Details				
Sl no	Particulars			
1	Name of the applicant (Capital letter)			
2	Name of the post applied for			
3	Father's Name			
4	Mother's name			
5	Mother Tongue & Religion			
6	Language speak & write			
7.	Residential address (Proof of residential address)			
9.	Communication address (Proof of communication address)			
10	Aadhar Card no			
11.	Age as on 01.01.2021			
12.	Educational Qualifications (With documentary proof)	Year of passing:	Board/University	Percentage of marks obtained:
12(a)	HSLC or equivalent			
12(b)	Graduation			
12(c)	Master Degree			
12(d)	Any other qualification			
13.	Experience (Particulars of Experience & position held with supporting documents)	Name of the organisation	Period of service rendered (From..... to.....)	Type of service rendered & remuneration received.
13(a)				
13(b)				
13(c)				
13(d)				
14	Other requirements			
14(a)	Communication & documentation skill in English			
14(b)	Experience in Govt Infrastructure sector (PSU) (Supporting documents)			
15	Whether undergone any training (With supporting documents)			
16	Any other Skill (With supporting documents)			
17	Any other information not incorporated above.			

Certified that all the information/particulars mentioned above are true to my belief. If any information found to be false in subsequent stage of verification, my candidature shall automatically be cancelled.

Place:

Date:

Signature of the applicant