



**GOVERNMENT OF ASSAM**

**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)**

**4<sup>th</sup> Floor, Nayantara Supermarket, Sixmile, Guwahati-781022**

**No. JICA/PMU/Rectt/63/2023 (Part-I)/ 484**

**Dated – 18/11/2023**

**WALK- IN - INTERVIEW**

**ENGAGEMENT OF CONTRACTUAL POSITIONS FOR PROJECT  
MANAGEMENT UNIT (PMU) & PROJECT IMPLEMENTATION UNIT (PIU) UNDER  
JICA ASSISTED HEALTH SECTOR PROJECT**

1. **Assam Health System Strengthening Project** is a **Japan International Cooperation Agency (JICA)** funded Project under Assam Health Infrastructure Development & Management Society (AHIDMS), Medical Education & Research Department, Govt. of Assam. It is an important project in the health sector of Assam as the project aims to improve access to public medical services and quality medical services to rural residents, through the improvement of secondary and tertiary medical institutions which are core medical centers.
2. Under this umbrella, two Project Implementation Units (PIU) have been setup at Directorate of Medical Education, Assam and PWD (Building & NH Department), Assam respectively. The main responsibilities of the PIU is the development of implementation and annual plans for the project, management and monitoring of progress, 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 Universal Health Coverage (UHC) model, which is the goal of the project.
3. A Walk-in Interview will be held in the Office of the Assam Health Infrastructure Development and Management Society (AHIDMS) at the address given above, for recruitment of the following position on purely temporary contractual basis as per the schedule mentioned below:

| Sl. No. | Name of the position    | Place of vacancy   | Date of interview | Time of interview | Reporting time |
|---------|-------------------------|--|-------------------|-------------------|----------------|
| 1       | Accounts Assistant (AA) | PMU, AHSSP, O/o the Project Director, Assam Health Infrastructure Development & Management Society (AHIDMS), Sixmile, Guwahati | 05/12/2023        | 11.00 am onwards  | 10.00 am       |
| 2       | Assistant Engineer (AE) | PIU, PWD (Building & NH Department), Assam   | 06/12/2023        | 11.00 am onwards  | 10.00 am       |

candidates will be allowed to register after 11.00 am for the position under any circumstances.

Interested eligible Candidates who are citizen of India as defined under the Constitution of India and fulfill the eligibility norms of educational qualification, experience, age etc. may Walk-In accordingly for the interview along with **all the original certificates/documents relating to qualification, experience, age, identity proof, latest salary certificate, two passport size colored photographs etc. and also a set of self- attested copies of the same.** The required qualification & experience in brief, age for the positions are mentioned below.

| Sl. no. | Position                   | Essential Qualification, Experience  | Remuneration                          | Age limit      |
|---------|----------------------------|--|---------------------------------------|----------------|
| 1.      | Accounts Assistant (1 No.) | <ul style="list-style-type: none"> <li>Graduate in Commerce from a recognized Institute or University.</li> <li>Minimum 3 years of relevant post qualification experience in budgeting, financial management, accounts and audit in Government/PSU entity.</li> <li>Candidates working in similar capacity in Government projects/PSU/Externally aided projects will be given preference.</li> <li>Experience of working with Tally software</li> <li>Sound knowledge of Government Accounting, Income Tax, GST and other</li> </ul> | Rs. 30,000/- to Rs 35,000/- per month | Up to 35 years |

|    |                         |  |   |                |
|----|-------------------------|--|---|----------------|
|    |                         | <p>Taxation matters.</p> <ul style="list-style-type: none"> <li>• Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.</li> <li>• Must be computer literate and should have knowledge in MS-Office, Internet, e-mail etc.</li> <li>• Strong communication skills in English, Hindi and Local Language.</li> </ul>   |   |                |
| 2. | Assistant Engineer (AE) | <ul style="list-style-type: none"> <li>• Engineering Degree in Civil Engineering from recognized University/Institution.</li> <li>• Should have minimum 5 (five) years of hands on experience in Construction activities in any externally Aided Project or Public/ Private sector organization.</li> <li>• Should have professional work experience at the national/state levels or in any other externally aided project to review the design and drawings for the construction/renovation works, monitoring, verification, compliances related to civil works planned in the project.</li> <li>• Proficiency in MS office and Autocad functionalities, operation, etc.</li> <li>• Excellent communication and interpersonal skills and good knowledge of written and spoken Assamese, English &amp; Hindi.</li> </ul> | Rs. 30,000/- to Rs. 50,000/- per month. | Up to 35 years |

The candidates shall have to bring **laptop, original certificates/testimonials along with a set of self-attested copies of the same, for the interview/test along with the filled in application form and the tabulated sheet for the individual positions** provided in the website, [www.ahidms.assam.gov.in](http://www.ahidms.assam.gov.in). The Originals of certificates/documents will be returned after

corroboration with the self-attested copies of the same. If at any stage, the information furnished in the application or supporting documents is found to be forged/ misrepresented/ incomplete/ false, the candidature shall be liable for cancellation and penal action as per law.

- 4. The PD, AHIDM Society reserves the right to cancel the recruitment process or modify therequired qualification/ experience/ number of the positions at any stage.**

**Sd/-**

**Project Director,**

**AHIDMS**