

**Terms of Reference for Administrative cum HR Management executive  
Assam Skill University Project**

**A. Background of the Project:**

The Assam Skill University is being set up under External Aid Project (EAP) funded Asian Development Bank. The value of the Project is \$140 Million (Rs.1,016.68 Cr) including the government share of 20%. The state government has allotted 250 bighas of land in Mangaldai for the Assam Skill University. The university has started its initial activities from city office at Guwahati and the construction work has started from the month of November, 2022 at Mangaldai campus as well.

Project Management Unit (PMU) of Assam Skill University is responsible for the day-to-day management of the Assam Skill University Project.

**Name of the Post- Administrative cum HR Management executive**

**Minimum Educational Qualification:**

MBA in Human Resource.

**Experience:**

MBA in HR. Minimum 5 years of working experience in the relevant field.

**Responsibilities:**

Responsible for Administrative support to the PMU including support for day-to-day correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Ensuring all the employees comply with the HR policies. Maintaining a detailed record of the PMU employees and employee attendance. Managing workplace safety issues and complaints. Organizing events and conferences for the employees.

**Remuneration:**

- Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated the annual Cost to project (CTP) of the **Administrative cum HR Management executive** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.25000/- to Rs. 35000/-** per year, depending upon the last drawn salary
- In exceptional cases, if the last drawn salary is higher than the maximum salary assigned for the position, the CEO-ASUP may fix the salary with some hike based on the last drawn salary by such candidates.
- In case the last drawn salary of the candidates is less than the minimum salary assigned for the position, a maximum of 30% hike on the last drawn salary will be considered.

**Age-** Maximum age of 40 years as on 01.01.2025.

**Tenure / Duration:**

The contract will be initially for a period of **Eleven Months (11 months)** with a provision of further extension of **Eleven Months (11 months)** up to the end of the project subject to satisfactory performance.

**Other Terms & Conditions-**

- a. No TA/DA is payable for attending the personal interview/ Test.
- b. ASUP reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applicants.
- c. In case, sufficient candidates with requisite experience in the field cited above are not available, ASUP may select candidates having lesser years of experience for appointment.
- d. Last Date of submission of application- **18.06.2025 up to 5.00 P.M.**
- e. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.

- f. Any matters which are not specially mentioned in this advertisement will be decided by the Selection Committee.
- g. The Authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.
- h. Completed application in the prescribed form along with scanned copies of self-attached documents of qualification and experience should be emailed to **recruitment.asup@asu.ac.in** or hardcopies of the same may be submitted to

**The Chief Executive Officer,  
Assam Skill University Project  
3rd Floor, DECT Office Complex  
Rehabari, Guwahati-781008 (Assam)**