

Terms of Reference for Accounts Executive, Assam Skill University Project.

A. Background of the project:

The Assam Skill University is being set up under Externally Aided Project (EAP) funded by Asian Development Bank. The value of the Project is \$140 Million (Rs. 1,016.68nCr.) including the state government share 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 its 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- Accounts Executive

Mode of Interview – Walk in Interview

Date: 28.01.2026

Minimum Education Qualification:

Degree (of minimum three years duration) in Commerce/ Accountancy/ Finance /Accounts from a recognized University/Institute.

Experience:

Minimum 5 years of working experience in the relevant field.

Responsibilities:

- i. Assist the Finance Manager and Accountant in managing all the areas of day-to-day finance and accounting functions and financial management of ASUP.
- ii. Assist in preparing vouchers based on the approved bills, invoices and other supporting documents.
- iii. Assist in entering data into Tally software for payment, receipt and journal vouchers and maintain and organize hard files of vouchers.
- iv. Assist in payment process associated with staff reimbursement, travel and events as needed.
- v. Assist in preparing bank reconciliation statements.
- vi. Maintain and ensure proper record keeping in respect of all financial records including all files, vouchers, other supporting documents, etc.
- vii. Assist in preparing all disbursement documents including Withdrawal Applications (WA) in consultation and coordination with (CAAA).
- viii. Assist in submitting the withdrawal applications on ADB portal.
- ix. Keep track of filed WA and its corresponding disbursement by ADB.
- x. In case of any issues related to WA claims settlement, assist the FM in corresponding with the relevant authorities.
- xi. Assist in preparing financial plans and reports for the project, including detailed annual financial plans and disbursement projections, withdrawal applications, quarterly project financial statements and progress reports.
- xii. Assist in annual audit, tax reporting, and ensuring compliance with all regulatory requirements.
- xiii. Any other official responsibilities as may be assigned by the CEO.

xiv. Have detailed knowledge of the Loan Agreements, PAM, ADB Guidelines, relevant GoI and GoA rules and regulations.

Remuneration:

Depending on the qualification and experience, Competencies, recent remuneration, etc. Of the candidates, the consolidated the annual Cost to Project (CTP) of the **Account Executive** will be determined and mutually agreed upon with the successful candidate, which would be in the range between **Rs. 35000-Rs. 50000/** per month 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 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.

Tenure/ Duration:

The contract will be initially for a period of Eleven month (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) Date and time of walk-in-interview- **28.01.2026, 11.00 A.M** onwards
- d) Reporting time: All candidates shall report for document verification on or before 10.00 A.M. No candidate will be permitted to enter the venue after the stipulated time.
- e) The candidates are advised to keep on visiting the website of the University for related update 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.

Chief Executive Officer
Assam Skill University Project