

**ADVERTISEMENT****Engagement under World Bank supported Project “Support School Education in Assam”**

A Project Management unit (PMU) is proposed to be set-up in Assam for implementation of the World bank supported Project ‘ Supporting School Education in Assam’. The Project is for a period of 5 years and the engagement will be purely temporarily in nature. Samagra Shiksha Axom has been assigned to initiate for setting up the PMU by filling up the posts under the project. As such, the online applications are invited from Indian Citizens (as defined in Articles 5 to 8 of the Constitution of India) for the under mentioned position for setting up the PMU. The online applications will be received from **17.12.2025 to 31.12.2025**. The posts are temporary in nature and the selected candidates will be initially engaged for a period of 11 (eleven) months only. The contractual engagement will neither be regularized under any job/programme of Government of Assam or in Samagra Shiksha Axom in future and no person (s) so engaged shall have any right (s) to claim for permanent abortion in any post (s) in the government or in the Samagra Shiksha, Assam.

**Age for categories of post :** The candidate should not be less than 18 years of age and not more than 45 years of age as on 01-01-2025.

The age limit of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card or Pass Certificate issued by a recognized Board/ Council and no other document shall be accepted in lieu of the mentioned documents.

The remuneration of the positions to be engaged under the project will be paid under the PMU fund of the Project “ Supporting School Education in Assam” only

Sl. No	No. of posts	Desired Qualification / Experience	Monthly fixed remuneration
1	Procurement Specialist	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Engineering, commerce graduate with MBA or Masters degree/ Post Graduate Diploma (minimum two years duration) in any discipline from any Govt. recognized university/institution</li> <li>• Minimum 5 years of post-qualification experience in project procurement and contract management.</li> <li>• Experience of procurement rules of the World Bank/Externally Aided Project(EAP)</li> <li>• Proven experience in preparing procurement plans, Bid documents , preparing evaluation reports and contracts as per Bank SBD and managing procurement processes</li> <li>• Thorough Knowledge of procurement through GEM and Assamtenders</li> <li>• Ability to upload bids on GEM and Assamtenders</li> <li>• Thorough knowledge on GFR, Assam Public Procurement Act 2017 and Assam Public Procurement Rule 2020, CVC Guideline, GEM</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Preparation of Project Procurement Strategy for Development (PPSD), Procurement Plan and Procurement Manual with formats to guide procurement and threshold-based methods for goods, non-consulting services and consultancy services</li> <li>• Preparation of bidding documents related to the entire tendering cycle- from preparation of bidding documents, to tendering, pre bid meetings, technical &amp;</li> </ul>	(Rs. 1,20,000/- to Rs. 1,50,000/-)

		<p>financial evaluation, preparation of evaluation statements &amp; reports and contract management.</p> <ul style="list-style-type: none"> <li>• Organising pre-bid or pre-proposal meetings, providing clarifications, coordinating the receipt of bids/proposals, leading, and participating in the opening of bids/proposals/expressions of interest.</li> <li>• Review bid documents and prepare bid evaluation reports for all procurements planned as per delegated valued thresholds and type of procurement method adopted.</li> <li>• During bidding period, prepare responses for questions from bidders and issue amendment/s to the procurement documents in accordance with relevant clauses of the Bid and RFP.</li> <li>• Design a proper contract monitoring mechanism to ensure compliance to milestones, deliverables, timely completion of assignments, release of payment, issuing contract amendment of all signed contracts.</li> <li>• Ensure proper record keeping pertaining to award of tenders, including bid notification, register pertaining to sale and receipt of bids, bid opening records / minutes, bid evaluation Reports and all correspondence pertaining to bid evaluation, communication sent to/with the World Bank.</li> <li>• Support DoE to set-up a Complaints and Dispute Resolution Mechanism and prepare and submit updates of all complaints received and action taken to the Project Director for review.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals.</li> </ul> <p><b><u>Reporting and Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Prepare and submit quarterly status report of all ongoing contracts, including contract management issues such as delays, payments, and other issues to the Project Director.</li> <li>• Advise concerned officials of the DoE on the most efficient methods of procurement and identify the risks to the procurement activities</li> <li>• Liaise with related personnel to analyse and define the user requirements/ division requirements and develop Terms of Reference (TOR) as required.</li> <li>• Liaise with World Bank team, other project implementation team members, line departments, educational institutions, training providers, and other stakeholders to establish necessary project coordination and accomplish operational requirements for day-to-day tasks.</li> <li>• Participate in and/or organize relevant seminars, workshops, consultations etc. as and when required; review the capacity building requirements of procurement staff on a regular basis</li> <li>• And any other work assigned by the Project Director from time to time.</li> </ul>	
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**Instructions :**

1. The link of the recruitment portal will be available in the Samagra Shiksha website <https://ssa.assam.gov.in>
2. Read the User Guidelines carefully which is available on the recruitment portal on how to submit the online application form.
3. Claims for any correction will not be entertained after submitting the online registration and online application.
4. Before filling the on-line application, applicant has to go through the User Guidelines for online registration and online application.
5. Candidate must upload the supporting document of educational qualification, experience and others through portal.
6. Only eligible candidates will have to appear in test/interview, the exact date of which will be communicated separately.
7. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/ her duties as an Officer of the service.
8. The exact date & time of the Test/ Interview will be communicated to the shortlisted candidates separately.
9. Marking pattern will be on General Awareness, Personality & Aptitude, Subject matter in relevant field, Relevant Experience, etc. for the post. The applicant has to obtain minimum 50% of the total marks on the above in the interview and only then the candidates will be shortlisted.
10. The office will not be responsible for any non submission of online application due to any error or other problem.
11. The decision of the Selection Committee in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of test and at all consequent stages concluding in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned. The Mission also reserves its right to alter and modify time and conditions laid down in the notification for conducting the various stages up to selection withdraw the Notification at any time, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Mission at any stage.
12. The authority reserve the right to cancel the advertisement at any time without assigning any reason or non receipt of suitable candidates.



Sd/-  
Mission Director,  
Samagra Shiksha Axom  
Kahilipara, Guwahati-19