



**GOVERNMENT OF ASSAM**  
**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT SOCIETY**  
**(AHIDMS)**  
**4<sup>th</sup> Floor, Nayantara Supermarket, Sixmile, Guwahati-781022**

ECR No. 705641/10

Dated Guwahati the ↓

**Advertisement Notice**

Assam Health Infrastructure Development & Management Society (AHIDMS) under Medical Education & Research Department (MERD), Govt. of Assam invites application for walk-in-interview as per the schedule at the office of the Project Director, AHIDMS, 4<sup>th</sup> floor, Nayantara Supermarket, Sixmile, Guwahati-781022, Assam to fill up the various positions listed below on purely contractual basis. For details of the advertisement, candidates are requested to visit the website <https://ahidms.assam.gov.in>

Sl. No.	Name of the position	Place of Posting / Number of Vacancies	Date of interview	Time of interview	Reporting Time
1.	IT Technical Expert (Under NNF Project)	Regional College of Nursing, Assam (1)	14/07/2026	11.00 am onwards	10.00 am
2.	Contract Management & Procurement Expert (Under ASTHA Project)	PMU, ASTHA, Guwahati, Assam (1)	15/07/2026	11.00 am onwards	10.00 am
3.	Finance Specialist (Under ASSIST Project)	MC&H (9)	16/07/2026	11.00 am onwards	10.00 am
4.	IPA Manager (Under ASSIST Project)	(i) Dhubri MC&H (1), (ii) Mangaldai Civil Hospital (1) & (iii) District Hospital, West Karbi Anglong, Hamren (1)	17/07/2026	11.00 am onwards	10.00 am
5.	Hospital Administrator (Under ASSIST Project)	MC&H (9)	18/07/2026	11.00 am onwards	10.00 am

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 for the position provided in the website <https://ahidms.assam.gov.in>. The Originals 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. It is to be noted that only post qualification experience will be counted for the positions. No candidates will be allowed to register after 11.00 am for the position under any circumstances.

Digitally signed by  
Siddharth Singh  
Date: 27-06-2026  
09:11:32

Project Director  
Assam Health Infrastructure Development and  
Management Society (AHIDMS)

TERMS OF REFERENCE (ToR) FOR  
HOSPITAL ADMINISTRATOR – MEDICAL COLLEGE & HOSPITALS

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**A. BACKGROUND AND OBJECTIVES**

The Medical Education & Research Department, Government of Assam (GoA) oversees the administration and management of Medical Colleges and Hospitals across the state. To ensure efficient hospital operations, high-quality patient care, strategic planning, and regulatory compliance, a Hospital Administrator is required to lead hospital governance, service optimization, policy implementation, and interdepartmental coordination.

The Hospital Administrator will work under Superintendent of Medical College & Hospital, providing high-level strategic leadership, overseeing hospital-wide operational efficiency, and guiding the implementation of healthcare quality standards, accreditation processes, and financial sustainability efforts.

**B. OBJECTIVE(S) OF THE ASSIGNMENT**

The Hospital Administrator will assist the Superintendent to drive hospital governance and management, ensuring seamless coordination of clinical and administrative departments, optimizing healthcare service delivery, and supporting quality certification/accreditation efforts.

**C. SCOPE OF WORK**

The Hospital Administrator will be responsible for hospital leadership, operational strategy, financial oversight, compliance management and patient satisfaction. Key areas of responsibility include:

- ✧ Strategic planning and execution for hospital governance and service delivery.
- ✧ Operational leadership, ensuring streamlined hospital workflows across departments.
- ✧ Financial sustainability, guiding hospital budget planning and fund utilization.
- ✧ Accreditation and quality assurance, implementing national and state healthcare standards.
- ✧ Interdepartmental collaboration, ensuring smooth coordination between medical, finance, procurement, and patient care teams.

- ✧ Stakeholder engagement, liaising with government agencies, healthcare institutions, and regulatory bodies.

#### D. JOB RESPONSIBILITIES

##### 1. *Hospital Administration & Operations*

- ✧ Plan, organize, direct, control, and coordinate day-to-day operations of the hospital.
- ✧ Prepare and manage the hospital's budget, authorize expenditures, and oversee financial reporting along with the hospital authorities.
- ✧ Supervise the revenue cycle including billing systems, collections, and financial forecasting.
- ✧ Facilitate the development and annual updating of the hospital plan.
- ✧ Support the computerisation of hospital functions and promote innovative problemsolving.
- ✧ Lead adoption and integration of digital health tools and HMIS in physical or digital mode.
  - ✧ Monitor outsourced services such as diet, security, laundry, and BMW management.
- ✧ Manage equipment maintenance, maintain records of non-functional equipment and AMC timelines.

##### 2. *Quality Assurance & Compliance*

- ✧ Ensure implementation of National Quality Assurance Standards (NQAS), NABH, and other quality initiatives in coordination with MS and the quality team.
- ✧ Monitor and ensure compliance with Biomedical Waste Management Rules and other statutory regulations (e.g., Blood Bank licensing, AERB compliance).
- ✧ Conduct regular hospital rounds with MS and NS to review cleanliness, infection control, supply of drugs/consumables, and functioning of critical areas; maintain observation records.
- ✧ Ensure periodic swab testing of all critical areas for infection control.
- ✧ Ensure the quality of non-clinical services such as facility upkeep, infection prevention, diet, and security services.
- ✧ Ensure cleanliness and maintenance of all areas: OPD, wards, OT, labor rooms, and patient amenities.

### **3. Governance & Committee Management**

- ✧ Coordinate and ensure regular meetings of key hospital committees (Quality, Clinical Governance, DTC, Disaster Management, IPC, Medical & Death Audit).
- ✧ Maintain minutes and follow up on actionable points from committee meetings.
- ✧ Ensure that the hospital meets all regulatory compliance requirements.

### **4. Patient Experience & Grievance Redressal**

- ✧ Implement systems for regular patient feedback collection, analysis, and corrective action.
- ✧ Establish and oversee grievance redressal mechanisms for patients and employees.
- ✧ Develop patient experience tracking systems for continuous quality improvement.

### **5. Strategic Planning & Service Improvement**

- ✧ Plan and implement strategic changes to enhance service delivery.
- ✧ Facilitate resource mobilization through CSR by identifying areas needing support and assisting the MS in fund mobilization.
- ✧ Promote and implement public engagement strategies, including media interaction and awareness campaigns.

### **6. Human Resource & Logistics Support**

- ✧ Ensure facilitation of required logistics and supplies to support quality care delivery by doctors and staff.
- ✧ Keep staff informed of latest government guidelines and service updates.

### **7. Information Management**

- ✧ Prepare and maintain comprehensive hospital profiles and documentation.
- ✧ Facilitate implementation and effective use of the Hospital Management Information System (HMIS).

## **E. DELIVERABLES**

- ✧ Strategic hospital management framework aligned with healthcare regulations.
- ✧ Comprehensive hospital performance assessment reports with action plans.

- ✧ Accreditation road-map and compliance implementation plan.

#### F. KEY QUALIFICATIONS & EXPERIENCE

- ✧ Essential: Masters of Hospital Administration or Masters of Health Management or MBA in Hospital Management or MBA in Health Management with minimum of 3 years post qualification experience.

Candidates with an undergraduate degree of BDS/BHMS/BAMS and the above essential qualifications will be added advantage.

- ✧ Desirable: Candidates having the essential qualification along with experience in hospital operations, quality management and healthcare administration will be given preference. The candidate must have good communication skills, both written and verbal in local language, English and computer proficiency, especially in MS Word, Excel and PowerPoint.
- ✧ Skills: Strong leadership in hospital operations, stakeholder coordination, policy implementation and patient satisfaction management.
- ✧ Age limit: upto 35 yrs as on 01/01/2025.

#### G. SALARY & CONTRACT TERMS

- ✧ Consolidated Pay of Rs. 30,000/- (Rupees Thirty Thousand) to Rs. 50,000/- (Rupees Fifty Thousand) per month. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 30,000/- per month, the lower remuneration will be offered. Moreover, in case, the selected candidates current remuneration with 30% enhancement exceeds Rs. 50,000/- per month, the highest pay range i.e. Rs. 50,000/- per month will be offered.
  - ✧ **Contract Duration:** The assignment is purely on contractual basis. The tenure is initially for 11 months and will be extended upon his/ her satisfactory performance.
  - ✧ **Reporting and performance review:** Engagement of the Hospital Administrator (HA) will be on a full time basis. The HA will report to the Medical Superintendent of the Medical College & Hospital and the Principal cum Chief Superintendent. The incumbent shall be subject to performance appraisal on a quarterly basis, which will have a bearing in the overall assessment during the contract period.
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**TERMS OF REFERENCE (ToR)  
FOR IPA MANAGER**

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**MEDICAL COLLEGE & HOSPITALS AND  
DISTRICT HOSPITALS**

**BACKGROUND AND OBJECTIVES OF THE PROJECT**

The Assam Health Infrastructure Development & Management Society (AHIDMS) was established under the aegis of the Medical Education & Research Department, Government of Assam (GoA). It is overseen by the Hon'ble Minister, Medical Education & Research Dept., as the Chairman and the Senior Most Secretary of the Medical Education & Research Department, Govt. of Assam, serving as the Member Secretary of the Governing Body. The Project Management Unit (PMU) is under the leadership of a Project Director (PD). The primary mission of the society is to operate as the apex autonomous authority within the Govt. of Assam, responsible for the monitoring, coordination and execution of projects funded by JICA and World Bank, and other External Aid Projects (EAPs).

The AHIDM society has undertaken an initiative to implement the "Assam State Secondary Healthcare Initiative for Service Delivery Transformation (ASSIST)" Project, with financial and technical backing from the World Bank. This project is designed to enhance the management capacity, accessibility, and quality of healthcare services in secondary healthcare hospitals across Assam. Over the course of six years, the project will focus its investments on healthcare facilities and locations throughout the state where there is a high demand for healthcare services and the necessary capacities are in place to maximize the project's impact.

The project aims to address crucial deficiencies in Assam's secondary healthcare system to optimize its performance. It will achieve this by implementing interventions under two main components:

Component 1: Enhancing the governance and management capacity of health systems at both state and district levels.

Component 2: Enhancing the quality and coverage of secondary healthcare services.

Within Component 1, a result-based financing approach will be employed to bolster the governance and management capabilities of directorates and other state-level entities, thereby enhancing overall efficiency. At the district level, the implementing partners will concentrate on reinforcing the planning functions of District Health Societies. This will include areas such as allocation of resources for Human Resource for Health (HRH), developing infrastructure, supporting the improvement of quality and outcomes, and enhancing both autonomy and accountability.

## **OBJECTIVE(S) OF THE ASSIGNMENT**

The assignment's objectives encompass ensuring the seamless delivery of high-quality services within District Hospitals and Medical College Hospitals facilitating achievement of quality certification / accreditation. This includes: (i) supporting the Superintendent of District Hospital/ Medical College & Hospital and also Office of the Joint Director of Health Services (wherever applicable) to carry out the Internal Performance Agreements (IPA) activities; (iv) facilitating IPA meetings and associated actions; (v) coordinating state level initiatives – like supporting the DNB training program, or other training programs in the facility.

## **SCOPE OF WORK**

### **IPA Manager – Medical College & Hospitals and District HQs and Hospitals**

The IPA Manager of Medical College & Hospital and District Hospital will be working in the Medical College & Hospital and District Hospital under the supervision of the respective Medical Superintendents. The objective of such engagement is to improve Hospital Management, support ASSIST project and facilitate Internal Performance Agreements (IPA) meetings and associated actions and overall quality certification / accreditation and other state initiatives like the DNB training program etc.

## **JOB RESPONSIBILITIES & DELIVERABLES**

- Periodical self-assessment of facility, identification of gaps as per NQAS checklist and IPA tool kit and thereby prepare the IPA action plan in consultation with the facility in- charge and Quality team of the hospital for onward submission to the PMU, ASSIST.
- The IPA Manager shall be responsible for implementation of ASSIST project, National Quality Assurance Scheme (NQAS), MusQan, LaQshya Programme initiatives in the facility in liaison with Medical Superintendent / in charge of the Hospital and quality team so that there is a steady improvement in quality towards achievement of the Certification (State/National) and ensure maintenance of the status.
- Organize regular meetings with the quality team and other committees of the facility and document minutes of meeting and assist the hospital in formation of mandatory committees and their functionalities.
- Prepare IPA action plan and other quality improvement activities along with the Joint Director of Health Services.
- To support the facility in uploading the documents on SaQsham portal and facilitate during state and national assessments.
- Support the Medical Superintendent, other staff and state team on the implementation of state level initiatives at the district hospitals including DNB training activities.
- Carrying out exit interviews, patient satisfaction and patient experience surveys through direct feedback on fixed objective parameter, time motion studies etc. to keep hospital services up to quality standards.
- Periodic information and Assessment on utilization of funds allocated for Quality activities, untied grants, IPA grants, RKS grant, incentives, or award money etc. and timely submission of SOEs and UCs.
- To institute an effective grievance redressal system, both for the employees and the patients.
- Participate in the performance review that will be assessed during quarterly performance appraisals.
- Perform other duties and work assigned by the Project Director, ASSIST.

## **QUALIFICATIONS & EXPERIENCE**

**Essential qualification: Masters of Hospital Administration or Masters of Health Management, or MBA in Hospital Management or MBA in Health Management.**

**Candidates with BDS degree and the above essential qualifications will be added advantage.**

**Other desirable qualification:** The candidate must have good communication skills both written and verbal in local language, English and computer literacy. Knowledge of government regulation and policies is desirable.

**Experience:** New graduates and or entry-level applicants are encouraged to apply for the position. Experienced candidates will be desirable.

**Skills and Competencies:** Computer proficiency, especially in MS Word, Excel, PowerPoint.

**SALARY AND CONTRACT TERMS IN BRIEF:**

Consolidated Pay in the range of **Rs. 30,000/- (Rupees Thirty Thousand) to Rs.50,000/- (Rupees Fifty Thousand) per month.** The selected candidate will be offered **30%** enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below **Rs. 30,000/-** per month, the lower remuneration will be offered. Moreover, in case the selected candidate's current remuneration with 30% enhancement exceeds **Rs. 50,000/-** per month, the highest pay range i.e **Rs. 50,000/-** per month will be offered.

The base remuneration (90% of the fixed total remuneration) shall be paid by the project on monthly basis and the Performance-Linked-Incentive (10% of the fixed total remuneration) shall be paid on quarterly basis based on the performance assessment by the PD, AHIDMS.

**Reporting and Performance Review:** Engagement of the IPA Manager will be on a contractual basis. For Medical College and Hospitals, he/she will report to the Medical Superintendent of the Hospital and in case of District Hospital, to the Superintendent/ In Charge of the District Hospital. The IPA Manager shall be subject to performance appraisal on a quarterly basis, which will have a bearing in the overall assessment, during the entire contract period.

**Contract Term:** The assignment shall be purely on a contractual basis. The tenure of contract is intended for the entire duration of the project and co-terminus with the project period. However, the tenure is initially for eleven (11) months and will be extended upon his/her satisfactory performance including the probation period. And the tenure of such engagement may vary depending upon the requirements of the ASSIST project.

**TA/DA:** TA / DA for approved travel shall be paid/ reimbursed as admissible by the HR Policy/ guidelines of the AHIDMS.

*Note: This is a draft indicative ToR; the PD, AHIDMS reserves the right to change, update or modify this ToR at any stage during the recruitment process.*

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# TERMS OF REFERENCE (ToR) FOR FINANCE SPECIALIST – MEDICAL COLLEGES & HOSPITALS

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## **A. BACKGROUND AND OBJECTIVES**

The Medical Education & Research Department, Government of Assam (GoA), oversees the financial and administrative management of medical colleges and hospitals across the state. To ensure efficient financial planning, budgeting, and fund utilization, there is a need for a Finance Specialist to support financial operations at these institutions. The Finance Specialist will work under the Principal cum Chief Superintendent of Medical College & Hospital, assisting in budgeting, expenditure tracking, financial compliance, and audits to strengthen financial management practices.

## **B. OBJECTIVE(S) OF THE ASSIGNMENT**

The Finance Specialist will provide technical and operational support for financial activities within medical colleges and hospitals, ensuring transparency, efficiency, and adherence to financial regulations.

## **C. SCOPE OF WORK**

The Finance Specialist will be responsible for financial management, budgeting, accounting, fund allocation, and ensuring compliance with financial policies and statutory requirements of the State. The role includes:

- ✧ Assisting in the planning, monitoring, and financial reporting of funds allocated to medical colleges and hospitals.
- ✧ Ensuring the proper utilization and financial accountability of hospital budgets.
- ✧ Supporting the implementation of internal financial controls and adherence to government accounting standards.
- ✧ Facilitating audit processes, preparing financial statements, and liaising with regulatory bodies.

## **D. JOB RESPONSIBILITIES**

### ***1. Financial Oversight and Budgeting***

- **Budget Preparation:** Develop and oversee the preparation of annual budgets for both the medical college and hospital, ensuring alignment with institutional goals and compliance with regulatory standards.

- **Expenditure Monitoring:** Track and control expenditures to prevent budget overruns and ensure funds are utilized effectively.
- **Financial Reporting:** Prepare periodic (quarterly & annual) financial reports, including income and expenditure statements, fund utilization summaries, balance sheets, and cash flow statements for review by the HMS and relevant authorities.

## ***2. Fund Management***

- **Revenue Management:** Oversee the collection and management of all revenues, including patient fees, grants, donations, and other income sources.
- **Allocation of Funds:** Ensure funds are allocated appropriately to various departments and projects based on approved budgets and institutional priorities.
- **Investment Oversight:** Support forecasting, manage surplus funds prudently, ensuring investments are secure and yield reasonable returns, in line with institutional policies.

## ***3. Compliance and Regulatory Adherence***

- **Policy Implementation:** Ensure all financial activities comply with national and state regulations, including those set by the Ministry of Health and Family Welfare and other relevant bodies.
- **Audit Coordination:** Facilitate internal and external audits, ensuring timely resolution of any identified issues.
- **Regulatory Reporting:** Submit required financial reports and disclosures to regulatory authorities within stipulated timelines.
- **Regulatory Adherence:** Ensure adherence to Govt. financial regulations, tax compliance and statutory requirements.

## ***4. Internal Controls and Risk Management***

- **Control Systems:** Develop and implement robust internal control systems to prevent fraud, errors, and mismanagement of funds.
- **Risk Assessment:** Identify financial risks and develop mitigation strategies to safeguard institutional assets.
- **Policy Development:** Formulate financial policies and procedures to guide staff and ensure consistency in financial operations and enhance efficiency.

## ***5. Capacity Building and Training***

- **Staff Training:** Organize training programs for finance and administrative staff to enhance their skills and knowledge in financial management.

- Knowledge Sharing: Promote a culture of continuous learning and improvement within the finance department.

## **6. Strategic Planning and Advisory**

- Financial Planning: Contribute to the development of long-term financial strategies to support the institution's growth and sustainability.
- Advisory Role: Provide financial insights and recommendations to the HMS and institutional leadership to inform decision-making.

### **E. DELIVERABLES**

- ✧ Annual budgets and expenditure forecasts for medical colleges and hospitals.
- ✧ Quarterly financial reports for management review.
- ✧ Audit reports with recommendations for financial improvements.
- ✧ Internal financial control framework to streamline processes.

### **F. KEY QUALIFICATIONS & EXPERIENCE**

- ✧ Essential: The candidate must have passed CA Intermediate (IPCC) from the Institute of Chartered Accountants of India (ICAI)/ ICWA / CMA with **03 years** of post-qualification experience

Or

M.com/MBA (Finance) from a recognized university/institution, with a minimum of **07 years** of post-qualification experience in the field of accounting, auditing, or financial management.

- ✧ Desirable: Experience in hospital finance management, government projects, or healthcare sector financial operations.
- ✧ Skills: Proficiency in budget planning, fund management, financial auditing, and compliance reporting.
- ✧ Age limit: upto 45 yrs as on 01/01/2025.

### **G. SALARY & CONTRACT TERMS**

- ✧ Consolidated Pay of Rs. 40,000/- (Rupees Forty Thousand) to Rs.60,000/- (Rupees Sixty Thousand) per month. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 40,000/- per month, the lower

remuneration will be offered. Moreover, in case, the selected candidate's current remuneration with 30% enhancement exceeds Rs. 60,000/- per month, the highest pay range i.e. Rs. 60,000/- per month will be offered. **(However, salary is not a bar for the right candidates)**

- ✧ **Contract Duration:** The assignment is purely on contractual basis. The tenure is initially for 11 months and will be extended upon his/ her satisfactory performance.
  
- ✧ **Reporting and performance review:** Engagement of the Finance Specialist (FS) will be on a full time basis. The FS will report to the Finance Department of Medical College and the Principal cum Chief Superintendent. The incumbent shall be subject to performance appraisal on a quarterly basis, which will have a bearing in the overall assessment during the contract period.

***Note: This is a draft indicative ToR; The PD, AHIDM Society reserves the right to cancel the recruitment process or modify the required qualification/ experience/ number of the positions at any stage.***

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**Terms of Reference. of Contract Management & Procurement Expert (CMPE)**

The project intends to hire a Contract Management & Procurement Expert (CMPE) as a contractual member of the Project Management Unit (PMU), to support the procurement-related activities under the project. The ToR shall be as given below:

**(A) OBJECTIVES OF THE ASSIGNMENT S JOB RESPONSIBILITIES:**

- a. The Contract Management & Procurement Expert (CMPE) will report to the Senior Project Manager, ASTHA (under the overall command of the Project Director, AHIDMS) and will perform procurement related activities under the ASTHA Project.
- b. The CMPE will work closely with the participating Government departments/agencies of AHIDM Society, and other team members of PMU and he/she will support in ensuring that all procurements i.e. at State level and district level are carried out as per the ADB's procurement regulations applicable to the ASTHA Project.
- c. The other responsibilities include the following:
  - i. Contract Management & Procurement Expert (CMPE) shall ensure that the Procurement Plan for the procurements to be done under ASTHA Project is prepared/updated in consultation with Stakeholders within one month from the approval of the Annual Work Plan (AWP).
  - ii. To ensure that all procurements are done following applicable ADB procedures for ASTHA Project and further ensure that there are minimal cases of re-bidding;
  - iii. Work in close liaison with the Senior Project Manager, ASTHA Project and regularly report the progress of procurements under the ASTHA Project.
  - iv. Timely Uploading of the procurement information in the ADB's online systems as applicable with approval of competent authority
  - v. Obtain "Clearance" / "No objection Letter" of ADB, where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;
  - vi. Manage procurements through the approved systems of ADB and the e-procurement system of the Govt. of Assam, as applicable for the procurement activities under the project;
  - vii. Identify risks in different procurement activities under the project and suggest appropriate mitigating measures;
  - viii. Take lead in drafting the IFBs, REOIs, ToRs, RFPs, Bidding Documents, etc. as per the Standard Bidding Documents of the ADB adhering to the guidelines, procedures and norms of the ADB;
  - ix. Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements;
  - x. Draft replies to the queries from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents;
  - xi. Participate during contract negotiation meetings with consultancy firms with relevant data/information

- for informed decision by the PD, AHIDM Society;
- xii. Review and handle technical, commercial and legal aspects of procurement (in consultation with relevant technical experts);
  - xiii. Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues;
  - xiv. Participate in the meetings with the implementing departments/directorates/agencies and the PMU's project team and ADB missions meetings with latest information on procurement and contract management;
  - xv. Liaison with the ADB with approval of PD for key procurement related issues;
  - xvi. Procurement training to the staff of AHIDM Society on ADB's procurement Guidelines and procedure;
  - xvii. Prepare a range of procurement-related documents and reports;
  - xviii. Manage the contracts under AHIDMS in consultation with other technical experts and/or take actions as directed;
  - xix. Maintain systematically all the procurement related records and documentations for audit by AG/CA and also for review by the ADB;
  - xx. Prepare responses to the Post Procurement Audit by the ADB/Consultants engaged for the task;
  - xxi. Provide procurement related reports/updates, contract details under AHIDMS to the ADB as and when required;
  - xxii. Any other tasks assigned by the Reporting Officer
  - xxiii. Travel Requirements: The Contract Management S Procurement Expert (CMPE) will be required to undertake field-visits and tours to the project sites. Occasional out of state visits may also be required as directed by the Reporting Officer.
  - xxiv. The responsibilities shall extend beyond the ASTHA Project to encompass both the ongoing operations of the medical college hospitals and the implementation of other EAPs within the same health sector domain.

**(B) QUALIFICATIONS, EXPERIENCE, SKILLS S COMPETENCIES, AGE:**

- i) Educational Qualification:** Bachelor of Engineering/ B Tech in any Engineering stream from any Govt. recognized university/institution  
OR  
Master's degree in management (such as MBA – Finance / administration/ Procurement/ Logistics/ related discipline.
- ii) Candidates having Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) may be given preference.**
- iii) Working Experience:** The CMPE should have 15 (Fifteen) years of professional experience in Contract Management or Procurement or combination of contract management & procurement in public/private sector, preferably in Health infrastructure sector/ Social Sector, out of which 03 (three) years in ADB/World Bank/externally aided Projects will be desirable. Those with hands-on experience in e-procurement system & GeM of the Government may be preferred.
- iv) Computer Skills:** The CMPE must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications and software S hardware computer systems.
- v) Desirable Qualifications, Experience, Skills etc:**
  - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under

pressure, strict deadlines and multitasking

- b. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.

**vi) Age limit: Upto 55 years as on 01.01.2026**

**(C) DURATION OF CONTRACT, NOTICE PERIOD ETC:**

- a. The tenure of Contract Management & Procurement Expert (CMPE) is intended for the entire duration of the project i.e. 2032 and co- terminus with the project period of ASTHA Project. However, continuity of the Contract Management & Procurement Expert (CMPE) beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.
- b. The contract with Contract Management & Procurement Expert (CMPE) may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Directorate/Department/ Govt. of Assam/ AHIDM Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond ASTHA's closing date. The Directorate/ Department/ Govt. of Assam/ AHIDM Society shall not undertake any responsibility for subsequent deployment of Contract Management & Procurement Expert (CMPE).
- c. The Contract Management & Procurement Expert (CMPE) shall not assign or sub-contract, in whole or in part, his/her obligations except with the Reporting Officer's prior written consent. The Contract Management & Procurement Expert (CMPE) will have to serve the project on full time basis. He/she will provide services from the Office of the PMU.

**(D) REMUNERATION, PAYMENT TERMS S LEAVE : 1**

- a. Consolidated Pay in the range of Rs.1,50,000/- (Rupees One Lakh and Fifty Thousand) to Rs. 1,80,000/- (Rupees One Lakh and Eighty Thousand) per month The selected candidate will be offered 30% enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs.1,50,000/- per month, the lower remuneration will be offered. Moreover, in case the selected candidate's current remuneration with 30% enhancement exceeds Rs. 1,80,000/-per month, the highest pay range i.e Rs. 1,80,000/- per month will be offered. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc. The base remuneration (90% of the fixed total remuneration) shall be paid by the project on monthly basis and the Performance-Linked-Incentive (10% of the fixed total remuneration) shall be paid on quarterly basis based on the performance assessment by the PD, AHIDMS. **Salary is not a bar for the right candidate.**
- b. Travelling, Boarding & Lodging expenses for approved official tours outside official HQ will be reimbursed as per prevailing Project rules.
- c. The provisions of leave would be as per prevailing Project rules.

**(E) REPORTING S PERFORMANCE REVIEW:**

Contract Management & Procurement Expert (CMPE) will report to the Senior Project Manager, ASTHA (under the overall command of the Project Director, AHIDMS). The performance of the CMPE will be evaluated by Project Director, AHIDMS.

**(F) FACILITIES TO BE PROVIDED**

Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The Contract Management & Procurement Expert (CMPE) will be provided with one office cubicle/workstation/ shared office space along with computer, computer stationery/office consumables, and internet access.

***Notes: 1. This is a draft ToR and PD, AHIDM Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed. 2. AHIDMS Society is an equal opportunity employer and women candidates are strongly encouraged to apply.***

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GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM  
SIXMILE, KHANAPARA, GUWAHATI-22

**TERMS OF REFERENCE FOR IT TECHNICAL EXPERT (IT-TE)**

**A) BACKGROUND AND OBJECTIVES OF THE PROJECT:**

The Directorate of Medical Education, Assam was established in 1984 under the Health & Family Welfare Department, Government of Assam. The Directorate plays a key role in overseeing medical and health professional education and training in the state.

In alignment with its goals to strengthen health education, an MOU between the Novo Nordisk Foundation (NNF) and the Srimanta Sankaradeva University of Health Sciences (SSUHS), was signed on August 12, 2024. This MOU establishes collaboration to build institutional capacity for the education of health professionals, with a focus on addressing cardio-metabolic diseases.

This MOU will enable quality enhancement and innovation in the education of health professionals in the Regional College of Nursing (Guwahati) under the Partnership for Education of Health Professionals (PEP) programme. The Project Implementation Unit (PIU) is headed by the Principal, Regional College of Nursing.

The Regional College of Nursing (RCN), a pioneering public nursing institution in the North-Eastern Region (NER) of India has been identified as the site for establishing a Centre of Excellence in nursing education (CoEN) as part of state-wide reforms by the Government of Assam supported through a World Bank funded Project called Assam State Secondary Healthcare Initiative for Service Delivery Transformation (ASSIST) under AHIDMS, MERD to the Govt. of Assam. The proposed project focuses on institutional capacity development that will empower RCN as part of the CoEN to become a mentor institution to establish upcoming nursing educational institutions in Assam.

In the long-term, it will lead to:

- Improved nursing education in the state of Assam, to support cardio-metabolic diseases (CMD) prevention and care focused on vulnerable people in the state and the larger Northeastern region.
- Improved opportunities for female health professionals

With this background, the project intends to hire a **IT Technical Expert** as a contractual member of the Project Implementation Unit (PIU). The detailed scope of work is defined below.

**B) OBJECTIVE (S) OF THE ASSIGNMENT:**

The IT Technical expert will be responsible for overseeing the daily operations of the Digital library/e-library/Production studio to ensure effective management of equipment and supporting Project staff with their digital and technical needs to achieve the desired outcomes.

**C) SCOPE OF WORK:**

The Scope of Work for an IT Technical Expert in this project outlines specific technical responsibilities to ensure successful implementation of IT systems, infrastructure, or software solutions that support activities and deliverables of the project.

**D) JOB RESPONSIBILITIES:**

- Assist the faculty and project team in production of online and blended courses and academic modules as part of accomplishment of the project activities.
- Support in mapping out gaps in infrastructure and subsequent management of the Production studio.
- Selecting appropriate projectors/camera, screens, audio equipment for establishing digitized infrastructure.
- Assist the project team in troubleshooting any technical glitches during teaching activities that support online and blended pedagogy.
- Seek out new development opportunities and actively tracking trends in the online blended learning domain in terms of players, technologies, tools and products.
- Work with the project team to assist them for participating in online webinars conducted by various PEP partners/other partner agencies
- Stay up-to-date trends, techniques, and software to recommend improvements to the digitization process for further scaling up of project
- Maintenance of digital equipment and updating software when required.
- Regularly reporting to higher authorities (Project Manager/Principal RCN etc) in case of technical discrepancies and maintaining finances for digital troubleshooting.
- Any other tasks assigned by the Project Manager/Principal RCN and Supervisors.

**E) QUALIFICATION:**

- The candidate must hold a **M.Sc. IT/ MCA /M.Sc. C.S.** from a government-recognized university or institution of India.

**F) AGE:** The maximum age limit for the candidate is 45 years as of 1st April 2025.

**G) EXPERIENCE:**

- Minimum 5 years of relevant experience in a government recognized university or institution.
- Experience in Managing hi-tech digital equipment shall be an added advantage.

**H) SALARY AND SERVICE TERMS IN BRIEF:**

- a) Consolidated Pay in the range of **Rs. 40,000/- (Rupees Forty Thousand) to Rs. 60,000/- (Rupees Sixty Thousand)** per month. The selected candidate will be offered **30%** enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below **Rs. 40,000/-** per month, the lower remuneration will be offered. Moreover, in case, the selected candidate's current remuneration with 30% enhancement exceeds **Rs. 60,000/-** per month, the highest pay range i.e. **Rs. 60,000/-** per month will be offered.
- b) **Reporting and performance review:** Engagement of the **IT Technical Expert** will be on a full-time basis. The **IT Technical Expert** will report to the Principal, Regional College of Nursing. The incumbent shall be subject to performance appraisal on a quarterly basis, which will have a bearing in the overall assessment, during the contract period.
- c) **Contract Term:** The assignment shall be on purely contractual basis. The tenure of contract is intended for entire duration of the project and shall be co-terminus with the project period. However, the tenure is initially for eleven (11) months and will be extended upon his/her satisfactory performance.
- d) **Leave:** The provisions of leave shall be as per the approved leave Policy of Directorate of Medical Education.
- e) **Facilities to be provided:** The **IT Technical Expert** will be provided with access to all the available documents, correspondence and any other information associated with the project. No clerical assistance or other facilities will be provided.

*The DME, Assam reserves the right to cancel the recruitment process or modify the required qualification/experience/ number of the positions at any stage without assigning any reasons thereof.*