



GOVERNMENT OF ASSAM

ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)
4th Floor, Nayantara Supermarket, Sixmile, Guwahati-781022

ECF No. 762360/05

ENGAGEMENT OF CONTRACTUAL POSITIONS FOR PROJECT MANAGEMENT UNIT (PMU) & PROJECT IMPLEMENTATION UNIT (PIU) UNDER JICA ASSISTED ASSAM HEALTH SYSTEM STRENGTHENING PROJECT (AHSSP)

- A. 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.
- B. The project is under execution by forming Project Management Unit (PMU) and Project Implementation Units (PIU) at different functions as per defined structure.
- C. In order to fulfill above requirements, 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 positions on purely temporary basis for posting in places as indicated as per the schedule mentioned below.

Sl. No.	Name of the position	Place of vacancy	Number of Position	Date of interview	Reporting time
1.	Finance Executive	PMU, Guwahati	1 no.	17/06/2026	10:00 Am
2.	M&E/MIS Specialist	1. Tezpur Medical College Hospital, Tezpur 2. Diphu Medical College Hospital, Diphu 3. Assam Medical College & Hospital, Dibrugarh	3 nos.	18/06/2026	10:00 Am
3.	Project Engineer	1. Gauhati Medical College & Hospital, Guwahati 2. Udalguri Civil Hospital, Udalguri	2 nos.	19/06/2026	10:00 Am
4.	Administrative Assistant	PMU, Guwahati	1 no.	23/06/2026	10:00 Am

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 along with the filled in application form with all the original certificates/documents relating to qualification, experience, age, identity proof, latest salary certificate, passport size-colored photographs etc. aanda set of self-attested copies of the same. The required qualification & experience in brief, age for the positions are mentioned below.

Sl. No.	Position (Nos.)	Essential Qualification, Experience	Remuneration	Age limit
1.	Finance Executive (01)	<ul style="list-style-type: none"> • Graduate from a recognized Institute. • Minimum 5 years of relevant post qualification experience in accounting with Government projects/CSS/EAP. • Experience of working with Tally software for at least 2 year. • Sound knowledge of Government Accounting, Income Tax, GST and other Taxation matters. • Fluency in Assamese, Hindi and English. • Must be computer literate and should have knowledge in MS-Office, Internet, email, etc 	Rs. 40,000/-to Rs. 50,000/-	Up to 35 years
2.	M&E/MIS Specialist (3 nos.)	<ul style="list-style-type: none"> • The candidate should possess atleast MCA or B.E./B. Tech in Computer Science/Information Technology from a recognized University/Institution. • The candidate must have at least three (3) years of post-qualification experience in management of IT & MIS activities in any Externally Aided Project (e.g. World Bank, JICA, ADB etc.) or Public/ Private sector organization. • Experience in designing, executing at least One LAN/WAN/Data Centre project is preferable. • Knowledge of Routing, Switching, and Security is desirable. • Prepare reports, presentations, MIS reporting. • Evaluate emerging technologies and solutions for fitment in the network for optimising cost/efficiencies. • Support in development of IT platforms and applications. • Support in conducting various training activities. • Maintenance support, troubleshooting IT issues and providing assistance to medical colleges • Experience of working in the Northeast with govt. aided project will be preferred. • Strong communication skills in English, Hindi and Local Language. 	Rs. 35,000/-to Rs. 50,000/-	Up to 40 years

3.	Project Engineer (2 nos.)	<ul style="list-style-type: none"> • Full time Engineering Degree in Civil Engineering Discipline from recognized University/Institution. • Should have minimum 5 (five) years of post-qualification experience in Public/Private sector organization out of which minimum 2 years of experience in handling multi storey Building construction site is highly desirable. • 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, quality control, verification of material test certificates, IS codal compliances related to civil works planned in the project. • Proficiency in MS office and Autocad functionalities, operation, record keeping etc. • Excellent communication and interpersonal skills and good knowledge of written and spoken Assamese, English & Hindi. 	Rs. 35,000/- to Rs. 50,000/-	Upto 40 years
4.	Administrative Assistant * (1 no)	<ul style="list-style-type: none"> • Graduate in any stream from a recognized Institute or University • Minimum 5 years of relevant post-qualification experience out of which at least 2 years should be at the State Level/Externally Aided projects/CSS. • Must be computer literate and should have knowledge in MS-Office, Internet, e-mail etc. • Strong communication skills in English, Hindi and Local Language. 	Rs. 30,000/- to Rs 35,000/-	Upto 35 years

* 1. Candidates applying for the position of **Administrative Assistant** are requested to register their candidature through the following link: <https://forms.gle/dRNdXtN9YHuaauq1s5>. The registration link will remain active until **5:00 PM on 15/06/2026** Only those candidates who successfully register through the link and submit the relevant documents therein shall be considered eligible for the interview. No other mode of application or submission of documents for the position of **Administrative Assistant** shall be entertained.

2. Candidates for other positions are not required to register through the link.

No candidate shall be allowed to enter the venue after 11:00 AM. Candidates not possessing the requisite qualifications and experience need not apply.

D. Salary and Service terms:

- i. The remuneration noted against each position is the consolidated pay payable per month. However, in case the selected candidate's current remuneration is more than the initial range of the position applied for, the candidate will be provided 30% enhancement to the current

remuneration. And in case, the selected candidate's current remuneration with 30% enhancement exceeds the maximum range of the position, the highest pay range of the position will be offered.

- ii. The assignment shall be on purely contractual basis. The tenure of the contract is initially for eleven (11) months which is extendable based upon his/her satisfactory performance.
- iii. The provisions of leave shall be as per the approved leave policy of AHIDMS.

The candidates shall have to bring all the original certificates/testimonials and other experience details as mentioned along with a set of self- attested copies of the same, for the interview/test along with the **filled in application form for the individual positions** provided in the website **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.

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

**Sd/-
Project Director
AHIDMS**