

**Assam Society for Comprehensive Financial Management System (AS-CFMS)**  
**(A registered Society under Finance Department of Govt. of Assam)**

F-228, F Block, Janata Bhawan, Dispur, Guwahati- 781006

**ToR for hiring one (1) HR Manager under AS-CFMS**

- A. A Special Purpose Vehicle (SPV) named “Assam Society for Comprehensive Financial Management System (AS-CFMS)” has been set up for implementing and managing Public Financial Management Reforms including IT-related projects in the Finance Department and other revenue generating departments.
- B. The society is currently headed by a Project Director and an Additional Project Director with a mix of government personnel on deputation and consultants engaged on a contractual basis. Currently, the society is implementing a World Bank Externally Aided Project named ASPIRe (Assam State Public Finance Institutional Reforms).
- C. The project collaborates with various international and national knowledge partners such as the IMF, UNICEF, NIPFP etc. thereby having an exposure to best practices of international standards in public finance and other such cross learnings from other states.
- D. Notwithstanding the closure of the ASPIRe Project, the society shall continue to function in order to sustain and bolster the reforms that were undertaken as a part of this project.
- E. The Project Director, AS-CFMS now intends to engage Human Resource Manager (one position) to Support the PMU of all aspects relating to human resource activities of the PMU as well as to extend support to Project Implementation Unit (PIU). Overall, he/she will responsible for all recruitments related activities, training and capacity building activities to the officials of the society, managing leaves, appraisal, conducting performance review, contract renewals, initiate disciplinary and exit management.

**1. Objectives and Scope of the Assignment**

The Key tasks and responsibilities of the HR Manager will be to Support the PMU in the following:-

- Overall responsibility for managing the human resource and administration function of AS-CFMS
- Assessment of requirement of manpower based on the inputs by the respective functional units
- Responsible for the Recruitment process of AS-CFMS and including identification of vacant positions advertisement, short-listing of candidates, arranging the interviews, issuing offer letters to successful candidates
- Maintaining database of employees of AS-CFMS and update the organogram accordingly
- Preparation of job descriptions for positions in the organization and circulating them to relevant personnel

- Consult with and advise employees and other directorate representatives on personnel-related policies and procedures
- Providing training to and evaluation of subordinates and conducting employee appraisals
- Act as a representative of HR function or ASPIRe at various meetings and act as advisor to the board on matters that involve human resource consideration
- Present periodic reports to Chairman/Vice Chairmen/Project Director on human resources and administration related issues
- Supervision of payroll preparation and maintenance of employees' records
- Arranging orientation sessions for joiners
- Coaching and counseling of the employees
- Ensure completeness and security of employee's data/record
- Maintaining appropriate controls on utilization of approved budgets for human resource function and
- Take disciplinary actions and handling of employees grievances to maintain a healthy environment
- Maintenance of personal files of employees
- Receiving and processing employee request (i.e. leave, advance, TA/DA etc.)
- Assistance in maintenance of employee record
- Ensuring that staff members follow the disciplinary rules and regulations and shall report any failure
- Maintaining record of personnel, such as hires, rotations, and terminations separately for all the staff
- Responsible for planning and conducting employee orientation sessions
- Maintaining records of personnel, such as hires rotation and termination separately for all the staff
- Preparation of appointment letter, contracts warning letters and termination letters
- Carrying out performance appraisal of employees
- Preparation of forms to be filled by the newly inducted staff to be used for regulatory requirement etc.
- Ensuring that Job descriptions of every designation of AS-CFMS are maintained and every staff member is provided a copy of his/her Job description
- Ensuring compliance of induction procedure and termination policies
- Responsible for coordinating with other functions in AS-CFMS
- Recruitment Plan
- Conducting Performance appraisal and submit recommendation of committee
- Timely payment of Project Allowance and Performance Linked incentives
- Preparation for annual training calendar for different categories of employees
- Periodic Report to PD regarding HR and Administration related issues
- Contract management related to manpower or consultants
- Conducting Motivation session team outing etc

## **2. Reporting and Review**

The Human Resource Manager will report to Project Director/Addl. Project Director or any other officer assigned for the purpose.

## **3. Qualification and Experience**

This position requires dynamic, experienced and analytical professional with demonstrated experience of handling similar activities in Societies specially driving external aided projects.

### **3.1 Essential Qualifications and Experience:**

- Must have experience in delivering similar nature of works in State Government/PSU.
- At least 2 years MBA with HR or Personnel Management from any Govt. recognized University with overall experience of at least 5 years
- Experience in offline and online applications using and working with advanced computer tools.

### **3.2 Desirable Qualifications, Experience and Skill-set:**

- Strong analytical skills and the ability to synthesize complex concepts and to communicate them effectively.
- Ability to work effectively in teams as well as independently.
- Good communication and social skills.
- Demonstrated initiative, synthesis, and personal dynamism and self-motivated.
- Good documentation and drafting skills.

## **4. How to apply**

Candidates are requested to apply in application format provided with this ToR within 21 days of the advertisement. Scanned copy of application form along with other relevant documents should be mailed to [hr.ascfms@gmail.com](mailto:hr.ascfms@gmail.com). No hard copies will be accepted.

## **5. Selection Criteria:**

The following steps will be taken to select candidate in most transparent and fair manner:

Step I: Short listing of applications on the basis of those fulfilling essential and desirable qualifications.

Step II: Written test (if project decides so in case of higher number of candidates)

- i) The written test will be held to test knowledge in domain of HR.

Step III: Final Interview- In all cases interview shall be held to test the following:

- i) Knowledge of the candidate in HR domain and idea about the functioning of the Governmental office procedures etc.
- ii) Communication Skills including writing skills.
- iii) Attitude and aptitude towards work at hand.

## **6. Period of the Assignment / Services:**

The assignment will be for a period of one year and may be extended, if necessary but strictly based on satisfactory performance on the position. The appointment would be full time basis and selected candidate would not be permitted to take up any other assignment during the period.

## **7. Payment Terms and leave eligibility:**

- The remuneration would be as per Level L2 and Grade A of the ASPIRe HR Policy Manual with monthly CTP INR 35000-51500. Initial base remuneration would be negotiated during interview based on experience and last pay drawn. However, for candidate having exceptional qualification, performance, experience, higher pay package may be negotiated and considered.
- Selected candidates will be eligible for an annual Casual Leave of 12 (twelve) Working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than a total of 14 (= 12+2) working days in a year shall be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. Additionally, paid Medical leave of maximum of 10 days in a year may also be granted subject to production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without remuneration/ CTP. Notwithstanding above, the Project Director, AS-CFMS may grant other special leaves subject to proper justifications.

## **8. Facilitation by AS-CFMS**

- The Human Resource Manager will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
- The Human Resource Manager will be provided office space in the PMU along with computer, printer, computer/office consumables, and internet access, as determined by the Project Director.
- The Human Resource Manager will have to arrange his/her own conveyance facility for attending the PMU. However, for official travel within Guwahati city and for field visits (duly approved by the Project Director) Conveyance facility may be provided, whenever available.

## **9. Other Details**

- This is a indicative ToR only. The Project Director, AS-CFMS reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
- Date of interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.
- No TA, DA or expenses of any kind will be paid for attending the interview.

- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact HR, ASPIRe at email Id: clarifications\_aspire@outlook.com.

**APPLICATION FORM FOR THE POSITION OF.....**

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality :
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available): .....
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1<sup>st</sup> January 2023) : \_\_\_\_ Years \_\_\_\_ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach copies of certificates):

Paste Recent Passport Photo
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Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience : \_\_\_\_ Years \_\_\_\_ month(s)

21. Details of Professional Experience (Starting from latest \*\*)(attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Last net salary drawn (per annum)	Summary of Services provided

\*\* Attach latest salary certificate.

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

23. Languages proficiency: (please tick √)

Sl.	Language	Read	Write	Speak

24. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:

Sl.	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

*(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)*

26. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AS-CFMS to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AS-CFMS would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :  
Place :

Signature of the Candidate

**IMPORTANT Notes:**

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.**
2. **While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).**
3. **Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**