

**ARIAS SOCIETY****Assam Rural Infrastructure and Agricultural Services Society***(An Autonomous Body of the Govt. of Assam)***Project Management Unit (PMU) of the Asian Development Bank (ADB) financed Sustainable Wetland and Integrated Fisheries Transformation (SWIFT) Project****Tel: +91 361-2332004; Website: www.arias.in****REoI No. ARIAS/7/2025-SWIFT-ARIAS****Dated: #Approved Date#****RECRUITMENT NOTICE***(Web Version)*

ARIAS Society invites applications for the following purely temporary contractual positions in the Cluster Project Implementation Units (CPIUs) under the proposed Asian Development Bank (ADB) financed Sustainable Wetland and Integrated Fisheries Transformation (SWIFT) Project. The five (5) CPIUs of the SWIFT project will be housed in Offices of the Deputy Director, Fisheries at zonal level

The interested eligible candidates who are citizens of India as defined under the Constitution of India and fulfill the required qualifications, experience and age as cited in brief below, may apply. The detailed qualifications, experience, etc. shall be as per the Terms of References (ToRs) of the respective positions provided in the website of ARIAS Society (under the Recruitments section) at the following URL: <http://www.arias.in/career.html> :

#	Position	Essential Qualification	Experience & desired skills	Indicative Range of CTP
1	Accountant (5 nos.)	Graduate/Postgraduate in Commerce from any Govt. recognized University with in-depth knowledge of accounting/ financial management procedures applicable for ADB/World Bank/ externally funded projects and having hands on experience of operating Tally accounting software.	Work Experience: Overall, four (4) years of working experience in project/program financial accounting.	Rs.4.20 to Rs.5.00 Lakh Per Year
2	Environmental Safeguards Coordinator (5 nos.)	Master degree/Post Graduate Diploma (minimum two years full time residential program) in Ecology & Environment / Environmental Science or Master Degree Master's degree in Fisheries (with specialization in Aquatic Environment Management) or related subject. A combination of several specializations and/or additional trainings on similar environmental related subjects would be an asset.	Working Experience: Minimum 05 years of professional experience in the field of Environment Management and related activities in managerial position, especially in Externally Aided project/ Central Government Sponsored Project, etc. are preferred. Computer Proficiency: The ESC must have proven experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Skills on geographic information system are a plus. Language: Fluency in English. Candidates with knowledge of local language will be preferred.	Rs.6.60 to Rs.8.40 Lakh Per Year

#	Position	Essential Qualification	Experience & desired skills	Indicative Range of CTP
3	Social Safeguards & Gender Coordinator (SS&GC) (5 nos.)	Master's Degree in Social Work/ Sociology/ Development Studies / Anthropology or related fields from recognized University/Institutes	<p>Work Experience: The SS&GC must have minimum 5 years of experience working in Social Development Sector including implementing social safeguards, gender mainstreaming, gender equality, diversity and social inclusion with government offices and contractors for ADB/ World Bank or other externally financed projects in rural and remote areas.</p> <p>Computer Skills: The SS&GC must have proficiency in the use of Internet, MS Word, MS Excel and MS PowerPoint and will assist day to day basis for preparation of all such data to Cluster Project Coordinator</p> <p>Language: Fluency in English. Candidates with knowledge of local language will be preferred.</p> <p>Other Desirable Qualifications, Experience, Skills etc:</p> <ul style="list-style-type: none"> a) Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi tasking. b) An understanding of community dynamics. c) Knowledge of local Assamese and/or Bengali languages d) Good social, analytical, inter-personal and planning skills e) Self-motivated and possessing ability to work independently as well as in teams. 	Rs.6.60 to Rs.8.40 Lakh Per Year
4	GIS and MIS Executive (5 nos.)	Master's degree in GIS, Geography, Environmental Sciences, IT, Computer Science, or related fields Commerce or MBA (Finance) from any Govt. recognized University.	<p>Work Experience: Minimum five (5) years of relevant professional experience in GIS and MIS systems, preferably in Externally Aided project/ Central Government Sponsored Project, etc. Proven experience with spatial software (e.g., ArcGIS, QGIS), database management (e.g., PostgreSQL/ PostGIS, SQL Server), and MIS platforms;</p> <p>Experience in the fisheries, wetlands, or natural resource management sector is desirable;</p> <p>Language: Fluency in English. Candidates having proficiency in local language will be an advantageous.</p>	Rs.6.60 to Rs.8.40 Lakh Per Year
5	Junior Engineer (Civil) (5 nos.)	Candidates must have at least a Diploma (3 years course) in Civil Engineering/ Civil Engineering and Planning / Construction Technology from any technical institutes	<p>Work Experience: Minimum five (5) years of working experience in Planning/ Execution/ Maintenance of Civil Engineering works is essential.</p> <p>Candidates having experience in similar capacity and sound working knowledge in externally aided projects/ programs financed by Asian Development Bank (ADB)/ World</p>	Rs. 6.60 to Rs. 7.20 Lakh Per Year

#	Position	Essential Qualification	Experience & desired skills	Indicative Range of CTP
		<p>recognized by AICTE. The Diploma course must be a regular course.</p> <p>Diploma course obtained through distant/ online mode of education shall not be considered.</p> <p>Candidates with Bachelors Degree in Civil Engineering/ Civil Engineering and Planning / Construction Technology will also be considered for this position.</p>	<p>Bank (WB) / Japan International Cooperation Agency (JICA), etc. shall be preferred.</p> <p>Computer Proficiency: The JE (C) must have proven experience of using Internet based applications, advanced word processing/spreadsheet including MS Word, MS Excel etc. in addition to expertise in Computer Aided Engineering design/CAD, comprehensive structural finite element analysis and design applications and other related applications.</p>	

Important Instructions:

1. Mode and timeline for Application Submission:

- a. Candidates shall apply in the prescribed CV format furnished in the website of the ARIAS Society under the Recruitment section. The given CV format may be downloaded and filled-in by typing in a computer and only in English language.
 - b. **Candidates are required to mandatorily complete the Google Form through the link provided in the website of the ARIAS Society under the Recruitment page (<https://arias.in/career.html>)** and upload scanned copy of the duly filled-in & signed CV as per the Prescribed Format along with scanned copies of the self attested supporting documents/ certificates in the manner mentioned in the website.
 - c. The start date of submission of online application shall be **22nd May-2025, 10:00AM (IST)** and the Last date of submission of online application is **05th June-2025, 11:59PM (IST)**.
 - d. **Application not submitted in the above mode or application submitted after the deadline mentioned above shall be summarily rejected.**
2. Only Shortlisted candidates will be intimated and called for Written Test and/or Interview. Depending on the number of candidates shortlisted for a position, the ARIAS Society may hold Written Test followed by Personal Interview or may hold only Personal Interview. Both the Written Test (if held) and the Personal Interview will be held in the ARIAS Society, Khanapara, Guwahati (Assam). No Travelling/ Boarding Allowance shall be paid by the ARIAS Society to the candidates for appearing in the Written Test/ Personal Interview.
 3. Candidates must present all the original certificates/documents along with one set of self-attested copies during the time of the interview. The original documents will be returned once they have been verified against the self-attested copies provided by the candidate through email. If at any stage, it is found that information furnished in the application or supporting documents by the candidate is misleading/ misrepresented/ incomplete/ false, candidature shall be liable for cancellation.
 4. The Cost to Project (CTP) shall be fixed within the indicative range cited above, based on the performance of the selected candidate in the written test (if held) and the interview.
 5. The ARIAS Society is an equal opportunity employer. Women and persons with disability are especially encouraged to apply.
 6. Canvassing by the candidate in any form will lead to disqualification and rejection.
 7. The State Project Director (SPD), ARIAS Society reserves the right to modify the required qualification/ experience or the number of candidates to be recruited at any stage during the recruitment process.

**Sd/-
State Project Director, ARIAS Society**