

GOVERNMENT OF ASSAM**FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM, (FREMAA)**

Address: 4th floor, Assam Water Centre, Basistha Chariali, NH-27, Guwahati-29, Phone/Fax-(0361)2339896,

Email: ceo-fremaa@assam.gov.in Website: www.fremaa.assam.gov.in

E – No. 561838/438-453

Dated: (as on e-sign)

Detailed Advertisement

The Government of Assam has established the Assam Agroforestry Development Board (AADB), as a section 8 company, registered under the Companies Act of 2013 for sustainable development of the vulnerable communities in Assam through promotion of agroforestry, biodiversity, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. Information about the AADB's background, objectives, collaborations, partnerships and activities may be seen at <https://aadb.assam.gov.in>

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for the Asian Development Bank (ADB) aided "Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project (CRBIFRERP)", is supporting AADB in their recruitment process and now invites applications from eligible Indian citizens to provide the Services against the following position on contractual basis as mentioned in brief below.

The interested candidates who fulfil the required qualification, experience and age may apply accordingly as per the **Terms of Reference (TOR)** that may be seen in the following pages of this advertisement. Women Candidates who fulfil the criteria are encouraged to apply.

Applications should be submitted in English language in the **prescribed application format** along with a signed cover-letter. The prescribed application format may be downloaded from FREMAA's website at www.fremaa.assam.gov.in

S/N	Name of the Post	Number of Post	Place of Posting
1	IT Assistant	One (01)	AADB Head Office
2	Accounts Assistant	Two (02)	AADB Head Office
3	Field Assistants	Nine (09)	Project Locations of AADB across the State of Assam

General conditions:

- Selection would be through the process of interview.
- The candidates shall have to bring all the original certificates/documents for the interview, if shortlisted and called for interview, along with a set of self-attested copies of certificates supporting age, address, qualification and marks obtained, experience, trainings received, last drawn salary slip, etc. The Originals will be returned after corroboration with the self-attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
- Only Shortlisted candidates will be intimated and called for Interview.
- The Salary will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (b) performance in the interview.
- In case sufficient candidates with requisite experience in the field cited above are not available, FREMAA may shortlist candidates having lesser years of experience for the interview. However, if selected they will be offered a lower salary. In absence of suitable candidates FREMAA reserves the right not to recruit any candidates.
- FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and also reject applications submitted without assigning any reason, thereof.

7. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
8. Canvassing in any form will lead to disqualification and rejection.
9. Applications complete in all respects in the prescribed format available at FREMAA's website along with scanned copies of a signed cover letter and supporting documents of age, qualification and experience should be emailed to ceo-fremaa@assam.gov.in / hrms-fremaa@assam.gov.in and the subject line should be "APPLICATION FOR THE POST OF" and should reach the above mentioned email addresses latest by end of day of 06/09/2026. Incomplete applications and applications received after the indicated deadline will not be accepted.

(Dr. Jeevan B., IAS)
Chief Executive Officer
FREMAA

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)

TERMS OF REFERENCE FOR

IT ASSISTANT

About Assam Agroforestry Development Board (AADB)

Realizing the importance and role of agroforestry in promoting sustainable development of the most vulnerable communities in Assam, the Government of Assam, on 10th December 2021, has also notified the creation of the AADB as a non-profit company. AADB is mandated to promote agroforestry, biodiversity conservation, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. More information about the AADB's background, objectives, collaborations, and partnerships is available at <https://aadb.assam.gov.in/>.

Background of CRBIFRERMP

The CRBIFRERMP continues to address one of Assam's critical development challenges: recurrent flooding and continual riverbank erosion caused by the Brahmaputra River. The project focuses on the main stem of the Brahmaputra River, applying a holistic, integrated, and risk-informed approach to manage riverbank erosion and flood risk. The project aims at strengthening the Assam's institutional capacity and enhances climate and disaster resilience. By stabilizing 60 kilometers of riverbanks, implementing 32 kilometers of pro-siltation measures, and constructing or rehabilitating 4 kilometers of climate-resilient flood embankments in five high-priority districts. The project is expected to secure living spaces, reduce erosion and flooding, support livelihoods, create employment opportunities, and enhance river navigability. Additionally, it advances agencies' knowledge in flood and riverbank erosion risk management, promotes data sharing, and empowers women through economic activities. The project is expected to benefit approximately one million people.

For CRBIFRERMP project, Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and AADB are the implementing agencies, also referred as project implementation units (PIUs). In this project, a total of 25 km of nature-based

solutions (NBS) pilot testing is one of the targets, and AADB is responsible for implementing NBS and related activities. NBS activities include (i) strengthen the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

Filling up the vacancy of IT Assistant

Under CRBIFRERMP to implement NBS and activities related livelihood enhancement, FREMAA on behalf of AADB now invites applications from eligible Indian citizens to provide the Services of IT Assistant. The scope of Services and Eligibility requirements are mentioned below:

Scope of Services:

IT Assistant shall be responsible for the following activities:

- Maintenance and management of office IT systems, servers, networking, and digital infrastructure.
- Assistance in website management, web-GIS platforms and digital portal maintenance, customizing and developing social media platforms.
- Maintenance of the official Website of AADB and social media pages.
- Coordination and troubleshooting related to office IT systems and software.
- Assistance for creation of NIC email id and enabling access to various official platforms.
- Development of e-office and shared network at AADB.
- Management of digital databases, cloud storage systems and data backup protocols.
- Support in digital documentation, data security and system management.
- Compilation and preparation of PPTs/videos etc. for all meetings/conferences.
- Maintain a repository and inventory of soft copies of documents/presentation/videos/links/photographs relating to the projects.

- Coordination with GIS Specialist, consultants, government departments and project stakeholders.
- Assist in generating and maintenance of the Bio metric attendance system to HR.
- Coordination with GIS Specialist, consultants, government departments and project stakeholders.
- Assistance in integration of GIS databases with web and mobile-based platforms.
- Support in preparation of multimedia presentations, dashboards and digital visualization outputs.
- Any other technical assignment related to IT systems.
- Any other matter assigned by CEO from time to time.

Eligibility

Requirements

Essential

Qualifications

1. B.Tech. or an equivalent degree in Information Technology, Computer Science, Geoinformatics, or other relevant allied disciplines from a recognized University/Institution.
2. Proficiency in MS Word, MS Excel, and MS PowerPoint.
3. Good interpersonal and communication skills, along with the ability to work effectively in a team environment.

Desirable Qualifications

1. M.Tech. or an equivalent Master's Degree in Information Technology, Computer Science, Geoinformatics, or other relevant allied disciplines from a recognized University/Institution.
2. Minimum 1 year of proven professional experience in IT-related work.
3. Experience of working in externally funded projects (e.g., projects financed by the Asian Development Bank (ADB), World Bank, or other multilateral/bilateral funding agencies).

Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements. The selected candidate shall be required to execute a service bond undertaking to serve the organization for a minimum period of two (02) years of continuous service from the Date of Joining (DOJ). In the event of resignation or discontinuation of service before completion of the bond period, the candidate shall be liable to comply with the terms and conditions stipulated in the bond agreement.

Responsibility of the IT Assistant:

The IT Assistant shall be fully responsible to manage his/her day-to-day work with the team with high dedication, integrity, and ethical behavior.

Travel Requirements

The IT Assistant shall be based full-time in AADB head office and must be willing to travel to other districts of Assam to different project sites as and when required.

Reporting and Performance Review

The IT Assistant will report to CEO, AADB or any other Officer as decided by CEO, AADB.

The work and performance of the IT Assistant shall be reviewed by the CEO, AADB on a periodic basis.

Facilities to be provided by AADB:

AADB will provide the following facilities and services:

- Office space, including furniture and utilities.
- Access to all reports, studies, data, and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to the field, the incumbent will be provided TA/DA as per AADB norms.

Remuneration

Rs 35,000- to Rs 40,000 per month (inclusive of local taxes) and will be fixed during negotiations.

TA/DA admissible as per AADB norms for contractual employees.

Selection Method

The selection of IT Assistant will be made through the interview process.

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)

TERMS OF REFERENCE FOR

Accounts Assistant

About Assam Agroforestry Development Board (AADB)

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For CRBIFRERMP project, Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and AADB are the implementing agencies, also referred as project implementation units (PIUs). In this project, a total of 10 km of nature-based

solutions (NBS) pilot testing is one of the targets, and AADB is responsible for implementing NBS and related activities. NBS activities include (i) strengthen the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

Filling up the vacancy of Accounts Assistant

Under CRBIFRERMP, FREMAA on behalf of AADB now invites applications from eligible Indian citizens to provide the Services of Accounts Assistant. **Two (2) positions of Account Assistant are currently vacant and open for recruitment.** The scope of Services and Eligibility requirements are mentioned below:

Scope of Services

Accounts Assistant shall assist Finance Officer in all accounting and financial matters like keeping records of all files/transactions/Book of Accounts and maintenance of the same in Tally, statutory compliances, Audit, submission of claims to ADB etc.

Eligibility Requirements

Essential Qualifications

1. Graduate degree in Commerce/Finance from a recognized university with a minimum of 55% marks or equivalent CGPA in aggregate.
2. Knowledge of Tally ERP 9.0.
3. Proficiency in:
 - o Tally
 - o MS Word
 - o MS Excel
 - o MS PowerPoint
4. Good interpersonal and communication skills, with the ability to work effectively in a team.

Desirable Qualifications

1. Knowledge and proficiency in PFMS (Public Financial Management System).
2. Minimum 1 year of experience in similar work profile in any Government, Semi-Government, or reputed organization.
3. Experience of working in externally aided projects (e.g., ADB, World Bank, etc.).

Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements. The selected candidate shall be required to execute a service bond undertaking to serve the organization for a minimum period of two (02) years of continuous service from the Date of Joining (DOJ). In the event of resignation or discontinuation of service before completion of the bond period, the candidate shall be liable to comply with the terms and conditions stipulated in the bond agreement.

Responsibility of the Accounts Assistant:

The Accounts Assistant shall be fully responsible to manage his/her day-to-day work with the team with high dedication, integrity, and ethical behavior.

Travel Requirements

The Accounts Assistant shall be based full-time at the AADB office and must be willing to travel to other districts of Assam to different project sites as and when required.

Reporting and Performance Review

The Accounts Assistant will report to the Finance Officer or any other Officer as decided by CEO, AADB. The work and performance of the Accounts Assistant shall be reviewed by the CEO, AADB on a periodic basis.

Facilities to be provided by AADB:

AADB will provide the following facilities and services:

- Office space, including furniture and utilities.

- Access to all reports, studies, data, and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to the field, the incumbent will be provided TA/DA as per AADB norms.

Remuneration

Rs 35,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA admissible as per AADB norms for contractual employees.

Selection Method

The selection of Accounts Assistant will be made through the interview process.

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)

TERMS OF REFERENCE FOR

FIELD ASSISTANT (AADB FIELD OFFICE)

About Assam Agroforestry Development Board (AADB)

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Filling up the vacancy of Field Assistant (AADB Field Office)

Under CRBIFRERMP to implement NBS and activities related livelihood enhancement, FREMAA on behalf of AADB now invites applications from eligible Indian citizens to provide the Services of a Field Assistant (AADB Field Office), hereafter referred to as FA (FLD). **Currently 9 positions for Field Assistant are vacant and available for recruitment.** Selected candidates will be posted in one of the AADB field offices¹. The scope of Services and Eligibility requirements are mentioned below:

Scope of Services

FA (FLD) shall look after the field office operations, maintain the nurseries, and support the implementation of the project livelihood activities. Proficiency in the local language is essential for effective communication and relationship-building within the community. FA (FLD) shall be responsible for the following activities but not limited to:

1. FA (FLD) should actively promote CRBIFRERMP and AADB activities within the village communities and ensure their engagement in the overall project process.
2. FA (FLD) shall communicate with local communities through door-to-door visits and public meetings to empower them to define their problems, generate sustainable solutions, and evaluate the outcomes.
3. FA (FLD) shall distribute brochures and flyers to raise awareness about nature-based solutions and associated sustainable livelihood activities.

¹ AADB field offices will be in five districts: Tinsukia, Dibrugarh, Morigaon, Palashbari-Gumi, and Goalpara.

4. FA (FLD) shall demonstrate and provide information on agroforestry practices, including tree planting, management, and benefits.
5. FA (FLD) shall maintain the Nursery conditions and look after various related activities like seed sourcing, seedbed preparation, sowing, potting, pricking out, shading, watering, weeding, root pruning, etc.
6. FA (FLD) shall work in tandem with implementing NGOs and give regular updates/reports about the NGO's progress and help NGOs to resolve the bottleneck, if any.
7. FA (FLD) shall support NBS and livelihood improvement implementation activities of forest committees (FCs), joint forest management committees (JFMCs), farmer producer organizations (FPOs), and farmer producer companies (FPCs).
8. FA (FLD) shall support training and capacity development activities under the CRBIFRERMP.
9. FA (FLD) shall support the field supervisor to maintain the records of expenses incurred in programs and generate the reports for submission to higher authorities.
10. Assist/support in implementation of livelihood programs undertaken by NGO's and the PMU
11. Assist and support in all field investigations and data collection activities.
12. Participate in sub-group/working group meetings.
13. Support the design and coordination of livelihood programs with implementing firms / resettlement NGOs and the PMU
14. Assist during capacity building training programs
15. FA (FLD) shall support PMU (FREMAA), PIUs (WRD and AADB), and other community-based organizations (NGOs, FPOs, FPCs, FCs, JFMCs) working to implement livelihood activities under the scope of the project to achieve the desired targets.
16. FA (FLD) shall support the Field Supervisor and the AADB team in monthly review and planning meetings with FREMAA/ADB.

Eligibility Requirements

Essential (Eligibility Criteria)

1. A graduate degree in any discipline with 55% marks in aggregate from a recognized

institution or university.

2. Proficiency in MS Word, MS Excel, and MS PowerPoint.
3. Fluency in English, Hindi, and Assamese.
4. Good report-writing skills in English.
5. Good interpersonal and communication skills and the ability to work effectively in a team.

Desirable (Preferred Qualifications)

1. At least 1 year of field experience, particularly in:
 - o Conducting census surveys
 - o Agricultural and forest surveys
 - o Coordinating trainings and public meetings with District Administration and other Government offices
2. Experience working in externally financed projects (e.g., ADB, World Bank, etc.).
3. Candidates from the project areas will be preferred.
4. Experience in conducting workshops, seminars, and livelihood activities related to agriculture, agroforestry, and allied sectors.

Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements. The selected candidate shall be required to execute a **service bond** undertaking to serve the organization for a minimum period of **two (02) years of continuous service from the Date of Joining (DOJ)**. In the event of resignation or discontinuation of service before completion of the bond period, the candidate shall be liable to comply with the terms and conditions stipulated in the bond agreement.

Responsibility of the FA (FLD):

The FA (FLD) shall be fully responsible to manage his/her day-to-day work with the project team with high dedication, integrity, and ethical behavior.

Travel Requirements

The FA (FLD) shall be based full-time at the AADB field office and must be willing to travel to other districts of Assam to different project sites as and when required.

Reporting and Performance Review

The FA (FLD) will report to the Field Supervisor or any other Officer as decided by CEO, ADB. The incumbent will submit monthly updates and reports on significant agroforestry and related NBS activities. The work and performance of the FA (FLD) shall be reviewed by the CEO, AADB, on a periodic basis.

Facilities to be provided by AADB:

AADB will provide the following facilities and services:

- Office space, including furniture and utilities.
- Access to all reports, studies, data, and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to the field, the incumbent will be provided TA/DA as per AADB norms.

Remuneration

Rs 25,000- to Rs 30,000 per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA admissible as per AADB norms for contractual employees.

Selection Method

The selection of FA (FLD) will be made through the interview process.