DETAILED ADVERTISEMENT

Flood and River Erosion Management Agency of Assam (FREMAA)

4th floor, Assam Water Centre, NH 27, Basistha Chariali, Guwahati – 781029

E- 558009/369-372 **Dated: (as on e-sign)**

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for the Externally Aided projects of Water Resources Department, Assam, invites applications from eligible Indian citizens to provide the Services against the following posts on contractual basis as mentioned in brief below. Interested candidates who fulfil the required qualification, experience and age may apply accordingly in English Language in prescribed application format as may be downloaded from FREMAA's website www.fremaa.assam.gov.in. Women candidates are encouraged to apply.

S/N	NAME AND NUMBER OF POSTS	ESSENTIAL QUALIFICATION	REQUIRED EXPERIENCE	SALARY
1.	Assistant Finance Officer One (01) post	A first-class full-time master's in commerce with specialization in Accountancy or Finance or intermediate level of CA/ICWA or equivalent may also apply. Knowledge and Proficiency of Tally ERP 9.0 is mandatory. Proficiency in MS Word, Excel and Power-point are also mandatory. Knowledge of working in PFMS would be given preference.	At least 5 years of experience in financial accounting and management in a Government organization /PSU/Autonomous Body, etc, is required. Candidates who have worked in externally aided projects would be given preference.	Rs 40,000/ to Rs 50,000/- per month (inclusive of local taxes). TA/DA and other allowances are admissible as per FREMAA norms.
2.	Accounts Assistant One (01) post	Graduate in Commerce/Finance from a recognised university with minimum 55% marks or equivalent CGPA in aggregate with knowledge of Tally ERP 9.0. Knowledge and proficiency in PFMS will be given preference.	5 years of experience in similar work profile in any Govt./Semi Govt. or organisation of repute.	Rs 35,000 per month (inclusive of local taxes). TA/DA and other allowances are admissible as per FREMAA norms.

GENERAL CONDITIONS:

1. Selection would be through the process of interview.
2. The candidates shall 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.
3. The Original certificates/documents will be returned after corroboration with the self-attested copies to be brought by the candidate. 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.
4. Only Shortlisted candidates will be intimated and called for Interview.
5. The Salary will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (b) performance in the interview.
6. 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
7. FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and reject applications submitted without assigning any reason, thereof.
8. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
9. Canvassing in any form will lead to disqualification and rejection.
10. Applications complete in all respects should be addressed to the CEO, FREMAA with a copy of a signed cover letter and application in the prescribed application format available at FREMAA's website along with scanned copies of supporting documents of age, qualification and experience and should be emailed at **ceo-fremaa@assam.gov.in** and **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 03/12/2026**. Incomplete application and application received after the indicated deadline for submission will not be accepted.

Digitally signed by
NILANKAR DAS
Date: 17-11-2026
18:52:37

(Nilankar Das, ACS)
Officer on Special Duty
FREMAA

Terms of Reference for Assistant Finance Officer, FREMAA

A. Background of the Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

B. Therefore, the Government of Assam (GoA) has associated with the Asian Development Bank (ADB) and the World Bank for development of an integrated approach for management and riverbank erosion in the Brahmaputra River basin in selected locations across Assam. It is planned that the projects would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam.

C. The Assam Integrated River Basin Management Program (AIRBMP) is a multi-phase program (2023-2033), with the aid of the World Bank (IBRD), aiming to reduce the vulnerability of people to climate-related disasters and improve integrated water resources management in the state of Assam. Flood and River Erosion Management Agency of Assam (FREMAA) steers the project as the Project Management Unit (PMU), while Assam Water Resources Department (WRD) and Assam State Disaster Management Authority (ASDMA) are the Project Implementation Units (PIUs). The implementation of Phase 1 is underway and spans the period from 2023 to 2027. The Implementation of Phase II is in the pipeline.

D. The total financial outlay of the project is US$ 625 million which includes external assistance from World Bank for an amount of USD 500 million and USD 125 million as counterpart funding from the State Government.

E. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA), the implementing agency of Government of Assam for all Externally Aided Projects of the Water Resource Department. FREMAA now **invites applications for one post of Assistant Finance Officer** from eligible Indian citizens to provide the Services of the positions as mentioned below. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria are as follows:

F. Eligibility Criteria:

i) **Qualification:** A full-time first-class Master's in Commerce with specialization in Accountancy or Finance or intermediate level of CA/ICWA or equivalent may also apply.

ii) Experience: At least 5 years of experience in financial accounting and management in a Government organization /PSU/Autonomous Body, etc. is required. Candidates who have worked in externally aided projects would be given preference.

iii) **Skills Required:** Knowledge and Proficiency of Tally ERP 9.0 is mandatory. Proficiency in MS Word, Excel and Power-point are also mandatory. Knowledge of working in PFMS would be given preference.

iv) **Age:** Maximum Age limit is 45 years as on 01/01/2026.

G. Scope of Services:

The Officer is expected to assist and provide overall support to the CEO and the finance team of the PMU in smooth implementation through diligent financial management of the Project including tasks not limited to the following as mentioned below:

1. Assist to stay on schedule as per annual work plan and budget (AWPB), and AWPBs of the PIUs and sub-projects including measuring sub-project indicators.
2. Assist in developing a quality and realistic AWPB for subsequent years of the project.
3. Assist in checking all bills/invoices received in regard to consultancies, civil works and goods and any other claims under the projects and submitting the same for approval.
4. Ensuring timely deposit of Salary, Allowances, GPF, Professional Tax and other project management expenditures and any other dues in Treasury/Banks etc.
5. Maintenance of Book of A/Cs and responsible for ensuring of electronic maintenance of Book of Accounts.
6. Assist in producing required reporting documents of the projects and Quarterly and Annual Reports.
7. Undertake field visits and carry out random checks of book of accounts maintained by the PIUs.
8. Assist in monitoring progress against the AWPB.
9. Assist in monitoring sub-project outputs and outcomes against the sub-project indicators contained in the Results Framework.
10. Assist with procurement, records and maintenance of equipments, tools, where needed
11. Assist in Preparation and submission of reimbursement claims/Withdrawal Applications, Annual Financial Statements, Income and Expenditure Statements, Audit Reports etc.
12. Assist in Monitoring and supporting internal and statutory audits and ensuring timely compliance to audit observation.
13. Assist in preparation of financial reports and documents for attending Central and State Governments review meetings, organizing and/or implementing project review meetings with PIUs/MDB, etc. Record minutes of the meetings circulate and follow up on the action taken report.
14. Assist in official communications and ensure smooth coordination among other Stakeholder Departments, PIUs, agencies and the MDBs.
15. Any other work assigned by Authority from time to time.

H. Reporting Requirements:

The Officer will report to the Finance Management Specialist of FREMAA. The incumbent will submit monthly/quarterly/annual reports on significant financial management activities and issues. The work and performance of the Officer shall be reviewed by the CEO, FREMAA, on a periodic basis.

I. Tenure / Duration:

The contract with the incumbent would be signed initially for a period of eleven months and renewed based on performance as per HR policy of FREMAA.

J. Responsibilities:

The Officer shall be fully responsible for managing his day-to-day work with the Project team with high dedication, integrity and ethical behaviour. The incumbent should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts in force and as per the policies of the MDBs.

K. Travel Requirements:

The incumbent shall be based full-time at the FREMAA project office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when necessary.

L. Facilities to be Provided by FREMAA:

FREMAA will provide the following facilities and services:

i) Office space including furniture and utilities.
ii) Access to all reports, studies, data, photographs, maps, etc., relating to the works, access to all sites for surveys and investigations.
iii) Counterpart staff to work with.

M. Remuneration:

Rs 40,000/ - 50,000/- per month (inclusive of local taxes). TA/DA and other allowances are admissible as per FREMAA norms.

TERMS OF REFERENCE OF ACCOUNTS ASSISTANT

Applications are invited from eligible Indian citizens for engagement on contractual basis for one post of Accounts Assistant as mentioned below under AIRBMP of Flood and River Erosion Management Agency of Assam (FREMAA).

1	Name of the Post	Accounts Assistant
2	Period of Contract	Eleven months; extendable based on satisfactory performance
3.	No. Vacancies	01 (One)
4	Place of Work	FREMAA, Guwahati, Assam
5	Job Profile	Assist the officers of the Finance Wing of FREMAA 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/WB, etc.
6	Age	Not below 24 years and not above 45 years as on 01/01/2026
7	Qualification	Graduate in Commerce/Finance from a recognised university with minimum 55% marks or equivalent CGPA in aggregate with knowledge of Tally ERP 9.0. Knowledge and proficiency in PFMS will be given preference.
8	Experience	5 years of experience in similar work profile in any Govt./Semi Govt. or organisation of repute.
9	Skills	Proficiency in Tally, MS Word, Excel, Powerpoint is mandatory. Knowledge of written communication and fluency in Assamese, Hindi and English is required.
10	Remuneration	Rs 35,000 per month. TA/DA and other allowances admissible as per FREMAA rules.
11	Facilities	FREMAA will provide Office space including furniture and utilities, Access to all reports, studies, data, photographs, maps, etc., relating to the works, access to all sites for surveys and investigations and Counterpart staff to work with.
12.	Reporting	The incumbent will report to the Finance Management Specialist of FREMAA