



GOVERNMENT OF ASSAM
ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT
SOCIETY

4th Floor, Nayantara Supermarket, Sixmile, Guwahati-781022

Terms of Reference of Senior Biomedical Engineer (Sr BME)

The project intends to hire a **Senior Biomedical Engineer (Sr BME)** as a contractual member of the Project Management Unit (PMU), to support the Biomedical Engineering activities under the project. The ToR shall be as given below:

(A) OBJECTIVES OF THE ASSIGNMENT & JOB RESPONSIBILITIES:

- i. To ensure the effective planning, procurement, installation, maintenance, and monitoring of medical equipment and health technologies across public health facilities. The Senior Biomedical Engineer (Sr BME) plays a critical role in strengthening infrastructure, ensuring equipment functionality, and supporting service delivery.
- ii. Key Responsibilities include
 - Technical Oversight
 - Supervise installation, testing, and commissioning of biomedical equipment
 - Ensure compliance with safety, regulatory, and quality standards
 - Maintenance & Troubleshooting
 - Plan and manage preventive and corrective maintenance
 - Respond to breakdowns and coordinate with vendors for repairs
 - Procurement & Inventory
 - Scrutinize technical specifications and procurement bids
 - Review technical specifications from a gender and accessibility lens
 - Coordinate with agencies (e.g., TNMSC) for equipment supply and tracking
 - Monitoring & Evaluation
 - Monitor equipment functionality across health centers
 - Compile performance reports and provide situational analysis
 - Capacity Building
 - Train facility staff on equipment use and maintenance
 - Develop SOPs, manuals, and guidelines
 - Strategic Planning
 - Formulate annual and 5-year plans for equipment lifecycle management
 - Support budgeting and proposal development for health technologies
 - Stakeholder Coordination
 - Liaise with Civil Contractor, suppliers, service vendors, and external professionals

- o Represent the AHIDMS / ASTHA in national and international forums
- iii. Any other tasks assigned by the Reporting Officer
- iv. Travel Requirements: The Senior Biomedical Engineer (Sr BME) will be required to undertake field-visits and tours to the project sites. Occasional out of state visits may also be required as directed by the Reporting Officer.
- V. The responsibilities shall extend beyond the ASTHA Project to encompass both the ongoing operations of the medical college hospitals and the implementation of other EAPs within the same health sector domain.

(B) QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES, AGE:

- **Educational Qualification:** Bachelor/ Master of Biomedical Engineering from any Govt. recognized university/institution.
- **Working Experience:** 7 (seven) years of professional experience in Biomedical engineering function in any public/private sector agency in healthcare.
- Experience with ADB/World Bank/externally aided Projects will be desirable.
- Two (02) years' experience in lead role in Super-speciality/ tertiary care medical institution/ medical college as bio-medical engineer required.
- **Computer Skills:** The Senior Biomedical Engineer (Sr BME) must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications and software & hardware computer systems.
- **Desirable Qualifications, Experience, Skills etc:**
 - o Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multitasking
 - o Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.
- **Age Limit: Upto 45 years as on 01.01.2026**

(C) DURATION OF CONTRACT, NOTICE PERIOD ETC:

- a. The tenure of Senior Biomedical Engineer (Sr BME) is intended for the entire duration of the project i.e. 2032 and co- terminus with the project period of ASTHA Project. However, continuity of the Senior Biomedical Engineer (Sr BME) beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.
- b. The contract with Senior Biomedical Engineer (Sr BME) may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Directorate/Department/ Govt. of Assam/ AHIDM Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond ASTHA's closing date. The Directorate/ Department/ Govt. of Assam/ AHIDM Society shall not undertake any responsibility for subsequent deployment of Senior Biomedical Engineer (Sr BME).
- c. The Sr BME shall not assign or sub-contract, in whole or in part, his/her obligations except with

the Reporting Officer's prior written consent. The Sr BME will have to serve the project on full time basis. He/she will provide services from the Office of the PMU.

(D) REMUNERATION, PAYMENT TERMS & LEAVE :

- a. Consolidated Pay in the range of Rs. 90,000 /- (Rupees Ninety Thousand) to Rs. 1,20,000 /- (Rupees One Lakh Twenty Thousand) per month The selected candidate will be offered 30% enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 90,000 /- per month, the lower remuneration will be offered. Moreover, in case the selected candidate's current remuneration with 30% enhancement exceeds Rs. 1,20,000 /- per month, the highest pay range i.e Rs. 1,20,000 /- per month will be offered. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc. The base remuneration (90% of the fixed total remuneration) shall be paid by the project on monthly basis and the Performance-Linked-Incentive (10% of the fixed total remuneration) shall be paid on quarterly basis based on the performance assessment by the PD, AHIDMS.
- b. Travelling, Boarding & Lodging expenses for approved official tours outside official HQ will be reimbursed as per prevailing Project rules.
- c. The provisions of leave would be as per prevailing Project rules.

(E) REPORTING & PERFORMANCE REVIEW:

Sr BME will report to the Senior Project Manager, ASTHA (under the overall command of the Project Director, AHIDMS) .The performance of the Sr BME will be evaluated by Project Director, AHIDMS.

(F) FACILITIES TO BE PROVIDED

Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The Sr BME will be provided with one office cubicle/workstation/ shared office space along with computer, computer stationery/office consumables, and internet access.

Notes: 1. This is a draft ToR and PD, AHIDM Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed. 2. AHIDMS Society is an equal opportunity employer and women candidates are strongly encouraged to apply.
