



GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF LAND RECORDS & SURVEYS ETC., ASSAM
RUPNAGAR ::: GUWAHATI-32.

No. DLR-11015(11)/18/2023-ACC/107

20-07-2023


Advertisement

Interested eligible candidates are hereby invited to attend the **“Walk-in-Interview”** for the situation of **Procurement Specialist (One)** for engagement on a contractual basis in the **Directorate of Land Records & Surveys etc., Assam, Rupnagar, Guwahati-32** to be held on **05-Aug-2023** from 11:00 AM.

Registration time from 9.30 AM to 11.00 AM (on 04-Aug-2023)

Sl. No.	Criteria	Details
1	Name of the Post	Procurement Specialist
2	Duration of Engagement	Six (06) months, extendable based on satisfactory performance and requirement
3	Place of Work	Office of the Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati-32
4	Job Responsibilities	<p>1.Designing Terms of References, RFP, RFQs, Bid Documents etc. for procurement under various schemes/ Projects of DILRMP, SVAMITVA, Mission Basundhara and other State/Central Govt. Sponsored projects.</p> <p>2. Execution of the procurement process in the e-tender/ GEM portal following all the recent state/central procurement rules.</p> <p>3. Contract Negotiation, Preparation of ToR/SLA, and Work order.</p> <p>4. Monitoring of the projects in terms of ToR/SLA for smooth functioning/successful implementation.</p> <p>5. Preparation of procurement plan under schemes/projects/state budget.</p> <p>6. Apart from these, the Procurement Consultant shall be fully responsible to manage his day-to-day work with the DLR&S team with high dedication, integrity and ethical behaviour.</p> <p>7. The Procurement Consultant should not have any conflict of interest while working in the procurement activities and should have integrity and keep all the project information confidential.</p>
5	Age	Above 21 years and not more than 43 years as on 01/01/2023
6	Required Qualification	B.E./B. Tech in civil engineering or Master's in Procurement/Supply Chain Management/ Law/Business Administration

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		Or Other relevant subjects like Economics/Accounting,/Finance. Candidates having advanced academic/professional qualifications in procurement will be an added advantage
7	Experience	1. A minimum of 03 (three) years of general experience in Public Procurement and/or project management. OR 2. Experience in procurement following World Bank/ Multilateral Development Banks' Procurement Guidelines/ Work experience in State/ Central Govt. sponsored project's procurement process
8	Skills	Proficiency in MS Word, Excel, PowerPoint, Google Docs/Spreadsheets and fluency in Assamese, Hindi and English is required.
9	Remuneration	Rs. 1,20,000/- per month (fixed)
10	Documents needed in the Interview	1. Detailed Curriculum Vitae. 2. Photo Identity & Address Proof. 3. Original Educational Certificates (HSLC onwards) for verification. 4. Experience Certificates 5. Photocopy of all the certificates, mark sheets, experience certificates etc. to be submitted in the interview.
11	Place of Interview	Office of the Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati-32 (For Google Map location, Please scan the QR) 
12	Terms and condition	1. No TA/DA and official accommodation will be provided for appearing in the interview. 2. The offer is purely contractual and co-terminus with the end of the projects/requirement with no provision of regularization. 3. The director reserves the right to cancel/postpone the interview without assigning any reason thereof.

Director of Land Records & Surveys etc., Assam
Rupnagar, Guwahati-32