

19. Post:	Project Officer (Material Management and Procurement)
.Position Code:	PO(MM)
No. of Posts	01
Location	C-DAC, Silchar
Duration of the position	Three Years
Minimum Educational Qualification	1. CA/LLM/CS OR Two year Full Time MBA/Post Graduate in relevant field/LLB or equivalent relevant professional qualification
Desirable Qualification	PG Diploma in Material Management Certificate in Public Procurement
Minimum Post Qualification Relevant Experience	Minimum 03 years of Post Qualification Experience in relevant filed as per job profile
Desirable Skills (in one or more topics)	<ol style="list-style-type: none"> 1. Fully familiar with the Procurement procedure as per GFR 2017 2. Fully conversant with procurement through GeM 3. Fully conversant with preparation of RFP, EOI and Tender Document 4. Knowledge of Stock Maintenance, AMC Contract and store keeping.
Job Profile and other Skills	<ol style="list-style-type: none"> 1. Managing Material Management activity including procurement, Stock, Store and AMC 2. Preparation of RPF, EOI, Tender Documents, Contract Agreement for procurement of goods and services
Mode of selection	Written Test cum Interview
Emoluments	<p>Consolidated pay : Rs.31,000-2,20,000 p.m</p> <p>At present the salary and other benefits include Consolidated pay, Medical Reimbursement, Provident fund, Food / Canteen Subsidy, Leave Encashment, Gratuity and annual increment (as per the performance).</p>