

<p>Position: Associate Consultant [HR & Procurement] Position Code: CON-19</p> <p>No. of Position: 01 (One)</p> <p>Duration: The engagement is contractual initially for a period of an year and renewal shall be based on performance and need of Department.</p> <p>Consolidated Fee: The consolidated fee shall be fixed depending on the experience and qualification between: Rs.60,000/- to Rs.90,000/- per month.</p> <p>Job Description: Work closely with HR & Administration Department mainly to deal in the Procurements & Tendering process and other HR / Admin related matters.</p>	
<p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> ▪ Procurements of Goods & Services through Government e-Marketplace (GeM) and offline mode, wherever required, by following Government purchase procedures and rules as per BIRAC procurement manual and GFR 2017 (with subsequent amendments). ▪ Managing end to end tendering process viz. preparation of tender document, inviting bids, evaluation of bids etc. for procurement of Goods & Services. ▪ Substituting the existing Service contracts and AMCs, complying norms & standards. ▪ Inventory Management of assets and preparation of reports. ▪ Coordination with Team in managing Events. ▪ Any other work related to HR & Administration matters in BIRAC. 	<p><u>Eligibility:</u></p> <p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> 1. Graduate from a recognized University / Institute 2. MBA in Human Resource / Finance / Material Management from a recognized University or Institute. <p><u>Experience:</u></p> <ul style="list-style-type: none"> ▪ Between Three (03) to Ten (10) years. ▪ Preference shall be given to those having minimum 06 years of experience in dealing with Procurement of Goods & Services of any Govt. Institute / PSU/any other Govt. Department with knowledge of General Financial Rules (GFR). <p><u>Maximum Age:</u></p> <p>45 Years as on closing date of application.</p>