

**Job description for the post of “ASSISTANT MANAGER- PROCURMENT”**

**Company Profile**

India International Convention & Exhibition Centre Ltd has been incorporated as a Special Purpose Vehicle (SPV) for the implementation and development of the project with 100% equity from Government through Department of Industrial Policy and Promotion. It is a flagship project of the Government of India with an aim to develop a state-of-the-art Exhibition & Convention Facility in Sector-25, Dwarka, Delhi. It offers a mixed experience with a good location, convenient connectivity, apart from a host of other commercial facilities.

It now plans to expand its operations in its second phase the focus will be on development of hotels, shopping malls and office and commercial spaces to increase its visibility and enhance visitor experience.

To assist the Company in its growth trajectory it is looking for leaders having extensive experience in various domain areas, who will guide and shape its future course.

**KEY RESPONSIBILITIES**

1. Responsible for managing all relationships with the suppliers/vendors/service providers to GeM (such as TP creation services, marketing services, hiring services etc.)
2. Responsible for understanding the organization requirements correctly so as to develop the right evaluation criteria and budget.
3. Assist in negotiating contract terms and conditions, minimize risks and are in compliance with applicable laws, regulations, policies and procedures,
4. Responsible for running the procurement process and all associated formalities for all requirements of GeM and non-GeM.
5. To support various procurement functions such as strategic sourcing, subcontracting, vendor file management, and assist in drafting of requests for proposals, specifications, terms of reference, evaluation criteria and sole source justifications.
6. Track the adherence and ensure 100% compliance on all the SLAs as per respective contracts.
7. Coordinate with key stakeholders for timely documentation of all matters related to vendors/service providers.

8. Floating tenders, arranging pre & post bid technical meetings, clarifying technical issues, receiving Techno-commercial bids, preparation of comparisons, evaluation of bids, negotiations, final award of contract by seeking approvals and vendor performance evaluation.
9. Identify trends and insights and brainstorm new and creative strategies to improve vendor/service provider management processes.
10. Ensure all potential billing as per RFP or any additional or extra claim submitted.
11. Collaborate with respective departments to identify needs or opportunities where higher efficiency can be realized by outsourcing services.
12. Periodic updation of tender terms and conditions of RFP/RFQ based on circulars/notifications issued by Government Ministries, CVC etc.
13. Any other work as assigned by the Management from time to time.

**Eligibility:**

- **Nationality/Citizenship:** Candidate must be a Citizen of India.
- **Age:** Not more than 31 years of age as on the last date of submission of application.
- **Educational Qualification:**

**Essential:** BE/B.Tech in Materials Management in 01<sup>st</sup> division from a recognised University.

or

Post Graduate Degree in Materials Management in 01<sup>st</sup> division from a recognised University.

**Experience:** Minimum 03 years of post-qualification experience.

**Knowledge and Skills:**

- Knowledge of contractual commercial, financial and legal regulations.
- Decision making ability, communication skills, stakeholder management.
- Planning and coordination skills, experience in collecting and analysing data.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.

- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of project structuring and procurement of large infrastructure projects under PPP/EPC mode of delivery will be an added advantage.
- GFR guidelines- conversant with Government procurement guidelines like GFR, Manual of procurement of works, services and consultancy of FIDIC.
- Experience in procurement through GeM portal/ CPP.

**General Conditions:**

1. Mere fulfilling the terms and conditions, requirement/qualifications will not vest any right on the candidates to be called for Interview.
2. All qualifications should be recognised by UGC/AICTE/AIU(GOI)
3. Additional weightage may be given to candidates having additional relevant qualifications.
4. Candidates, who are presently employed in Private Sector/ Banks/NBFCs & other institutions, must spell out clearly that his/her designation and scale in his present organisation is equivalent to or above of that mentioned above. These candidates are required to submit a copy of the Organisation Structure and pay scale of the present employment (duly signed by the candidate) to justify their eligibility for a particular post, in the absence of which the application shall not be considered.
5. Appointment shall be subject to Service and Conduct Rules of the Company as may be framed from time to time.
6. The Company takes no responsibility for any postal delay. Application received after due date shall be summarily rejected.
7. The Company has the right to reject any application/candidature without assigning any reason and the decision of the Company shall be final.
8. Canvassing in any form will be a disqualification.
9. Any changes/modifications in the advertisement will be placed on the Company's website only. Candidates applying for the post are advised to visit the websites regularly.
10. Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
11. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material facts, his/her

candidature will stand cancelled. If any of this shortcoming is/are detected even after appointment, his/her services are liable to be terminated.

12. IICC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The details of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements. Interviews of shortlisted candidates will be at New Delhi only. Candidates will have to make their own arrangements for travel and stay.
13. In case of suitable deserving cases, Company reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
14. Self- Attested photocopies of all certificates/testimonials are to be provided with the application form including:
  - a. Educational/Professional Certificates (right from Class Xth to the latest)
  - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
  - c. Caste Certificate (in case of SC/ST and OBC)
  - d. Certificate of Ex- Servicemen (incase)
  - e. Copy of last drawn Salary, etc.

No certificate in original is required to be attached with the application. DPIIT/ IICC shall not be responsible for misplacement of such certificates.

15. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.

**Selection Process:**

- The qualified incumbents shall be on a contract/deputation basis of “India International Convention and Exhibition Centre Limited” for a period of one year. Joining will be on an immediate basis after selection.
- A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

**Scale of Pay & No of post:**

Grade: E2- Rs. 50,000-1,60,000/- (IDA)

Post-01 (Unreserved)

## **HOW TO APPLY**

- Duly filled application form along with the resumes and other supporting documents (as mentioned above in point no 14 of General Conditions) may be uploaded on the Company's website i.e., [www.iiccl.dpiit.gov.in](http://www.iiccl.dpiit.gov.in) (Careers> Current Opening>Apply Online) till **09<sup>th</sup> August, 2024** by **18:00 HRS**.

**or**

- Resume alongwith duly filled application form and other supporting documents (as mentioned above in point no 14 of General Conditions) should be sent by Speed post/ courier/ hand **super scribing on the envelope** for the post applied at the following communication address. The same should reach on or before **09<sup>th</sup> August, 2024 at 18:00 HRS**. No application shall be entertained under any circumstances after the stipulated date.

Incomplete applications are liable to be **REJECTED**. Applications shall be accepted only through any of the above-mentioned modes.

### **Address for communication:**

**To,**

**Assistant Manager- HR & Administration**

India International Convention & Exhibition Centre Ltd

Tower-1, 08<sup>th</sup> Floor, Jeevan Bharti Building, Connaught Place, New Delhi-110001

**Phone:** 011-23317884-8

**Disclaimer:** The Selection Committee reserves the right to close or cancel the current process without any prior intimation.