



GOVERNMENT OF ASSAM
PROJECT MANAGEMENT UNIT
ASSAM PROJECT ON FOREST AND BIODIVERSITY CONSERVATION SOCIETY
ARANYA BHAWAN, NEAR SHANKARDEV KALAKHETRA
PANJABARI, GUWAHATI-37.

Letter No. APFBC/PMU/Procurement Specialist/Phase-II

Date: 09/01/2020

NOTICE FOR CONTRACTUAL ENGAGEMENT

Project Management Unit (PMU) APFBC Society invites online application from eligible candidates for the following posts on purely contractual basis. The selected candidate will be engaged initially for a period of 2 (two) years. It may be extended further on the basis of performance evaluation, and the project requirements.

Sl No.	Position	Number of Post	Age	Essential qualification	Desirable qualification	Tentative remuneration
1	Senior Procurement Specialist	01	Not more than 62 years at the time of interview	<ul style="list-style-type: none">• Master's degree, or equivalent, in Business Administration, Economics, Engineering, Public Procurement, Public Policy, or other related fields.• University degree in Business Administration, Economics, Engineering, Public Procurement, Public Policy, or other related fields combined with specialized experience of handling procurement in externally aided projects, may be considered in lieu of a Master's degree.• Minimum of 15 years of relevant experience in procurement or project management, preferably in forestry/ infrastructure/social development projects.• Experience of having handled procurement of at least INR 500 cr. or equivalent in total, or INR 100 cr. on multiple occasions.• Minimum of 5 years of demonstrated experience of having already worked on International donor funded procurement policies and procedures.	<ul style="list-style-type: none">• Demonstrated procurement specialization acquired through training programs organised by bi-lateral or multilateral agencies like Asian Development Bank, World Bank, GIZ etc.• Able to lead, work collaboratively with teams, and share relevant knowledge.• Excellent oral and written communication skills in English.	Rs. 1,00,000/- to 2,00,000/- per month (Negotiable based on the skills, qualifications and work experience of the candidate)

General Instructions:

1. Eligible candidate may send a scanned copy of the **signed** and duly **filled in prescribed format** attached herewith (**must be in PDF file format only**) to the Project Director, PMU, APFBC Society latest by **05.00 P.M.** on **06.02.2020** at the e-mail ID: proj.director2019@gmail.com
2. Candidates must clearly mention their contact details - landline number with STD code / fax number /mobile number/ e-mail ID.
3. Application delivered physically either in person or by post or by any other means will not be accepted.
4. Application submitted after closing hour and/or after closing date, not bearing passport photograph, signature of the applicant and not having his/her contact details will be rejected.
5. Shortlisted candidates will be required to appear for proficiency test/interview for which they should come fully prepared.
6. The date, time and venue of the proficiency test/ interview of shortlisted candidates will be **informed via E-Mail**.
7. Candidates called for proficiency test/ interview will be required to bring with them original signed copy of the application, two self attested copies of required Educational Certificate, Experience Certificate etc, and three copies of recent passport size photograph. The originals of the Degree, Diploma Certificate etc. will be returned after verification.
8. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.

-Sd/-
Project Director
PMU, APFBC

Application Form

Recent
Passport
sized
photograph

1	NAME OF THE POST FOR APPLIED	:	
2.	Full Name (Capital letters)	:	
3.	Father's Name	:	
4.	Mother's Name	:	
5.	Husband's Name/Wife Name	:	
6.	Nationality	:	
7.	(a) Address for communication	:	
	(b) Permanent Address	:	
	(c) E-mail ID	:	
	(d) Mobile phone No.	:	
	(e) Telephone No.	:	
8.	Date of Birth (DD/MM/YYYY)	:	
9.	Age as on 1 st January, 2020	:	

10. Details of Educational Qualifications

Exam Passed	Institution/University	Subject Studied	Duration of Study	Year of Passing	% of Marks

11. Details of professional / Technical Educational Qualification

Exam Passed	Institution/University	Subject Studied	Duration of Study	Year of Passing	% of Marks

**12. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection)
Additional sheet may be added, if required**

Name of Organization	Post held	Duration of Service		Nature of appointment whether regular/ adhoc/ full time/ part time	Remarks
		From	To		

13.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:
14.	<p>DECLARATION</p> <p>i. I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.</p> <p>ii. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be rejected /cancelled/ terminated.</p>

Place:

Date:

Signature of the Applicant