

**Requirement and Job responsibility for the post of Nodal Officer/  
Consultant (Procurement) SPIU H.P. –TEQIP-III**

<b>Essentials</b>	Master in Engineering/ Science/ Technology/ Arts/ Management with 06 years' experience in teaching/research/ Planning/ training/ monitoring/ administration in Central Govt./State Government, University/ Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.  Preference will be given to the candidates possessing PG Diploma in Management/MBA as an additional qualification.
<b>Desirable</b>	A minimum of two years of experience in handling the projects of World Bank/ National/State level preferably in education sector as a procurement expert. Also Working experience on any of the software system related to Direct Fund Transfer Software System and PMSS.
<b>Mode of Engagement</b>	On contractual basis for a project period (subject to review of performance on annual basis)
<b>Consolidated fee/ pay range</b>	From Rs. 75,200 - Rs. 1,40,900/-
<b>Age</b>	Maximum of Age limit is 50 years as on date of receiving applications.

**JOB RESPONSIBILITY:**

1. Would be responsible for all procurement of goods and civil works activities as per World Bank norms and guidelines for TEQIP project.
2. Guide institutions in preparation of their procurement plans.
3. Manage the procurement of works, goods and consultancies required for state level activities under the project and manage the procurement of international consultancies.
4. Verify the justification of procurement of items and its link with objectives and the listed activities of the project.
5. Recommend the procurement plan of each institution for final approval to the State Project Administrator after thorough scrutiny of the Plan for ascertaining full compliance with the World Bank laid procedures of procurement and complete requirement of procurement process integrated under DFT system (PFMS & PMSS).
6. Conduct post-procurement audits of institutions for ensuring full compliance with the World Bank procedures.
7. Ensure compliance with EMF requirement and quality guidelines for all civil works in Institutions.
8. Act as a support and reference unit to Institutions for all Project-related procurement tasks.
9. Submit quarterly procurement progress reports to the SSC through.
10. To organize Procurement Workshops to explain the World Bank Procurements and obtain Action Plans/targets.
11. Scrutinize the Bid document/ Evaluation Report prepared by the Institutions and facilities approval by World Bank.
12. Advise the institutions on various shopping methods as contained in PM.
13. Participate in Review by GOI, World Bank.
14. Visit to Institutions to monitor progress and provide on the spot guidance.
15. Identify issues of institutions and take up with NPIU for solutions.
16. Prepare Progress Report as required.
17. Identify poorly performing Institutions and suggest steps for improvement.
18. Monitoring of institutional procurement plan & Implementation.
19. Monitoring utilization of equipment.
20. Any other duties assigned by NPIU.

### GENERAL TERMS AND CONDITIONS

1. The candidates are advised to have a valid Email ID and Mobile Number on which all the communication shall be forwarded to them.
2. Only Indian Nationals are eligible to apply for the above positions.
3. The eligible candidates have to submit their application in the attached format along with their educational qualification, experience certificates, NoC from present employer, last pay slip, etc. through registered post ONLY. The application should be titled as **“Application for the post of Nodal Officer/Consultant (Procurement) for SPIU- Himachal Pradesh”**
4. Documents in support of (i) Qualifications (ii) Experience & (iii) Age, etc have to be produced in “originals” as and when called for group discussion and / or interview.
5. Candidates working in Government organization / PSE must route their application through proper channel, if their department rules require.
6. The application should reach **SPIU- Himachal Pradesh, Camp Office at Top Floor Administrative Block, Jawaharlal Nehru College of Engineering (JNGEC), Sundernagar, Mandi -175018** by **19<sup>th</sup> February 2020, 5:00 PM**. Applications submitted after due date & time shall be summarily rejected.
7. The prescribed eligibility qualification and experience should have been acquired as on **last date of receipt of the application**. Qualifications should be from approved recognized institutions.
8. Only Eligible Candidates fulfilling the ToR of the respective post shall be called for interview/further rounds through email. No separate call letter shall be issued to such candidates.
9. No TA/DA shall be paid to the candidates appearing for interview/further rounds.
10. The engagement does not confer any claim on the candidate to seek any other temporary/absorb /permanent employment with NPIU/EDCIL/MHRD.
11. The engagement shall be till 30<sup>th</sup> September 2020.
12. Candidates are informed that mere submission of applications OR fulfilling of the eligibility criteria does not entitle them to be called for interview / selection.
13. EDCIL/NPIU/MHRD reserves right to discontinue the engagement with one month’s prior notice.
14. The advertisement can be withdrawn at any time by the issuing authority without any prior notice and no claims would be accepted for the same.
15. No fee has to paid while applying for the post against this advertisement.
16. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will be summarily rejected at any stage of the selection process and action as may be deemed, as per the criminal laws of the country, may be taken anytime.
17. Appointment Letter would be issued by **EdCIL India Ltd.** For details about TEQIP-III, please visit- [www.teqip.in](http://www.teqip.in) ; <http://techedu.hp.gov.in/>
18. In case, any corrigendum, amendments, time extension, clarifications etc. are made, all will be published/uploaded in the above-mentioned websites only. Candidates should regularly visit TEQIP website to keep themselves updated.

19. **The last date of receiving application is 19<sup>th</sup> February 2020, 5.00 P. M.**
20. The place of posting shall be the office of **SPIU- Himachal Pradesh** (as applicable) located at respective state capitals.

*Note: NPIU/MHRD reserves the right to cancel / modify / withdraw / postpone this recruitment notice.*

**State Project Administrator  
SPIU- Himachal Pradesh,  
TEQIP-III**

**APPLICATION FORM**

(Use separate form for different application)

Insert recent  
Passport size  
Photograph

Name SPIU where applying (Himachal Pradesh):	
Applied for the post of:	
<b><u>Personal Details</u></b>	
First Name	
Middle Name	
Last Name	
Date of Birth	
Age (as on last date of receiving application)	
Birth Place	
Gender	
Blood Group	
Marital Status	
Nationality	
Father's name	
Mothers Name	
Last Employed in	
<b>Details of Organization:</b>	
Name of the Current/Last Organization	
Last Salary Drawn	
Have you worked in any World bank Projects	

<b>Contact Details :</b>	
E-mail	
Alternate E-mail	
Mobile Number	
Alternate Mobile Number	
Correspondence Address	
Permanent Address	
<b>Identification Information :</b>	
Aadhaar Number	
PAN Number	

<b>Extra Details :</b>	
Are you physically disabled?	
Whether disqualified or disbarred from the service?	
Do you any relative working in EdCIL or MHRD?	

**Qualifications:** (Highest Qualification First)

Degree	Specialization	School, College, Institutions	Type of Board/ University	Joining Year	Passing Year	% / CGPA	Grade/ Division

(Attach separate sheet if required)

**Work Experience:** (Latest first)

Designation	Organization	Type of Employment (Permanent/Temporary)	Date of Joining	Date of leaving	Pay & Grade/ Salary	Nature of work

(Attach separate sheet if required)

**Reference:**

Name	Designation	Organization	Email	Contact Number	Relationship

**Additional Information:**

a) If offered a position, when is the earliest, you could be available to join the SPIU?

b) Honours/Awards/Other Information

**Declaration:**

I, hereby declare that the information is furnished in connection with this application is correct and true to the best of my knowledge & belief and nothing has been concealed therein.

Place:

Date:

Signature