

**OFFICE OF
THE PROJECT DIRECTOR
PROJECT IMPLEMENTATION UNIT
JICA ASSISTED GUWAHATI WATER SUPPLY PROJECT
1ST FLOOR, TRIPTI TOWER, GANESHGURI
G. S. ROAD, GUWAHATI-781006**

No. GJB/GEN/11/2023/14

Dated: 28 /04/2023

Applications are invited from candidates in Standard form willing to work in mission mode for engagement on contractual basis (initially for 11 months and may be extendable) for the following post in the office of the Project Director, Project Implementation Unit, JICA Assisted Guwahati Water Supply Project.

Sl No	Name of the Posts	No of Post	Age	Qualification	Remuneration	Experience
1	Procurement Executive	1	Maximum age Limit is 35 Years.	Bachelor Degree in a relevant discipline (Engineering, Public Procurement, Finance, Business or Commerce). Candidates having PDPP, CPPP, CPCM shall be preferred.	INR 35000-45000 depending on Qualification and Experience	Minimum 3 Years of Experience in Govt. Sector Procurements. Candidates having at least 1 year experience in EAP Projects and hands on experience in e-procurement and GeM will be preferred.

Detailed terms of reference and application format are available at the official website of Guwahati Metropolitan Drinking Water & Sewerage Board, ie; <https://gmdwsb.assam.gov.in/>.

Interested candidates may send their application along with relevant documents via e-mail to md.gjb@gov.in and hard copy addressed to the office of the undersigned latest by 5 P.M. on **10/05/2023**. The candidate must satisfy the minimum educational qualification, experience required against the post and having exceptionally good academic track record. The candidate applying for the post(s) should have aptitude of hard working. Candidate with higher degree/experience or with relevant experience will be given preference.

Only Shortlisted candidates will be called for interview for which no TA/DA will be paid. List of shortlisted candidates with the date and venue of the interview will be intimated via mail and will be published in the official website <https://gmdwsb.assam.gov.in/> for the interview. The Authority reserves the rights to accept or reject any of the applications or whole process without assigning any reasons thereof.

Parag Das

Project Director
Project Implementation Unit

Terms of Reference (ToR) for the position of Procurement Executive

Essential Qualification:

- o Bachelor degree in a relevant discipline (e.g. Engineering, Public Procurement, Finance, Business or Commerce)
- o Relevant training in procurement works will be preferred
- o Candidates having ‘Professional Diploma in Public Procurement’(PDPP), Certificate Program in Public Procurement (CPPP), Certificate in Contract Management Program (CPCM) will be preferred.

Experience:

- o Minimum 3 Years of procurement related experience with State Government / Central Government / Semi Government Bodies /PSUs.
- o Candidates having hands-on experience in procurement policies & procedures of Externally Aided Projects / State government / Central Government / Semi Government Bodies / PSU for at least one year will be preferred.
- o Knowledge of Assam Public Procurement Act 2017 and Assam Public Procurement Rules 2020 is essential.
- o Hands on experience in e-procurement portal and GeM will be preferred.

Competencies Required:

- o Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- o Ability to work under tight deadlines and Good Knowledge of Contract management.
- o Experience of using internet based applications, using and working with advanced word processing / spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

Key Job Responsibilities:

- o Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria ;
- o Ensure completeness and compliance with objective of JICA Assisted Guwahati Water Supply Project and JICA Assisted Guwahati Sewerage Project as per JICA procurement policies and procedures, guidelines and best practice;
- o Provide procurement support during project preparation / implementation (including prior and post reviews of all procurement documents and decisions);
- o Manage procurements through the e-procurement system of the state;
- o Provide administrative support to the PIU in procurement management and

contract administration, disbursement and contract closure;

- o Prepare draft invitation for Bid / Bidding Document / Requests for Expression of interest (REOI) /Request for Proposal (REP) document /Minutes of pre-bid meeting / Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines /best practice;
- o Prepare draft Bid Evaluation Report /Technical Evaluation Report /Combined Technical and Financial Evaluation Report,/ Contract document / Minutes of Negotiation, taking into account applicable policies, procedures, guidelines / best practice;
- o Documentation of procurement process undertaken, ensuring systematic maintenance of the procurement related records and documentation.
- o Assist in overall administration of the contracting process including contract requisition;
- o Handling GeM procurements.
- o Monitoring the performance & progress of contracts.
- o Any other duties assigned by the authority

Remuneration:

The monthly fixed remuneration will be in the range of Rs.35,000-45,000per month depending on qualification and experience.

Period of Service:

The contract shall be initially for a period of 11 months with a provision of further extension up to the end of the project, subject to satisfactory performance as assessed by the Project Director, JICA Assisted Guwahati Water Supply Project.

***Attach latest salary certificate.*

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

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23. Languages proficiency:(please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 3 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

<p>Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the GMDW&SB to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by GMDW&SB would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p> <p>Date : _____ Place : _____</p> <p style="text-align: right;">Signature of the Candidate</p>

IMPORTANT Notes:

1. Applications shall be submitted in the prescribed format only else the application shall not be considered.
2. Candidates are to note that applications without self-attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.