



INDIAN INSTITUTE OF ENTREPRENEURSHIP
BASISTHA CHARIALI, LALMATI- 37, NATIONAL HIGHWAY BYPASS, GUWAHATI-781029 (ASSAM)
(An Autonomous Organization under the Ministry of Skill Development and Entrepreneurship, Govt. of India)
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Ref. No: F(01)/Recruit/2021-22/ 1597

Date: 04.10.2021

SITUATION VACANT

Indian Institute of Entrepreneurship (IIE), Guwahati invites application from qualified candidates to fill up one post under administrative section **on purely contract basis**.

Name of the post: "Project Head, Grade-II (Procurement)"

No. of Post: 01 (one)

Salary: Per month: **Rs. 40,180/-** (Forty thousand one hundred & eighty) only.

Requisite Experiences: Minimum **6 years of experiences** in the field of Procurement related activities in Central/State/Semi-Govt./Autonomous Organization.

Requisite skills:

1. Good communication skill in English, Hindi & in Local languages.
2. Adequate knowledge of Govt. Procurement procedure as per GFR-19 & CVC Guidelines.
3. Able to single-handedly carry out the procurement procedures.
4. Adequate working knowledge in MS Office & Office Database.
5. Adequate knowledge of preparing NIT, RFP, EoI, e-Tender (in CPP & GeM Portal) etc. is mandatory.

Qualification: Degree in any discipline from reputed University. Preference shall be given to candidates from Business Administration, Finance, Logistics or Supply Management.

Age Criterion: Upper age limit is **40 years**. (As on 30th Sept. 2021). However, age relaxation may be given for suitable well-experienced candidates.

How To Apply

1. Interested Candidates fulfilling the above criteria may forward their bio-data and self-attested testimonials along with 02 Nos. of colored passport size photographs to the **Administrative Officer, Indian Institute of Entrepreneurship, Lalmati, Basistha Chariali, 37 NH Bypass, Near Game Village, Guwahati-781029, Assam, Kamrup (M)**.
2. IIE will accept hard copy of the application only.
3. Last date of submission of application is on or before **20.10.2021 up to 04.00 P.M.**
4. Only Shortlisted candidates will be called for interview/written test.
5. No TA/DA will be provided for appearing the interview by this Office.
6. Submission of application after due date will summarily be rejected.
7. IIE is not responsible for any postal delay of receiving applications.

Note: IIE, Guwahati reserves its right to reject any or all the applications at the time of scrutiny of the same.




Sd/-
Administrative Officer
Administrative Officer
Indian Institute of Entrepreneurship
Guwahati-781 029