



Requires

Assistant Manager-Contracts

The Assistant Manager-Contracts will be responsible for carrying out day to day office routine work, prepare/vet tender documents, performing other functions related to Tendering & Contracting in compliance with GFR under the supervision of General Manager-Contracts.

Job Description:

- Prepare/vet the tender/contract/work order documents with proper contractual provisions based on strategy discussions, senior management input, and Institutional needs and expectations to safeguard Institute interest with full compliance with GFR.
- To coordinate with user department for E-tendering process on government e-procurement portal (CPPP) and/or GeM (Government E Marketplace) for procurement of Services as well as of Works in compliance with GFR.
- Carry out scrutiny, PQ of bid documents submitted as per tender requirements.
- Updating/Maintaining of Register for E-tendering items, Work Order/Contract agreement details and other day to day activities.
- Record keeping of all Tender Documents, Work Order/Contract agreement.
- Arrange, coordinate, attend events like pre-bid meeting, technical presentation as necessary.
- Create PR/PO, Reports in SAP (MM module)
- Provide general office assistance
- Any other task assigned by the department head.

Qualification, Experience & Skill Requirements:

- The candidate should be a graduate (full time) from any recognized university and should have minimum 8 years of relevant experience in preparation of tender (contracts for services and works).
- A post graduate management degree would be preferred.
- The candidate should be acquainted with E-tendering process on GeM/CPPP, Procurement of Services/Works in Government Organization. He must have knowledge on General Financial Rule (GFR) 2017 and its amendments.
- The candidate should have in depth understanding of contractual clause, should have hands on experience of working on contracts documents.
- The candidate should be able to analyse the documents submitted by vendor for prequalification like Balance sheet/ Profit & Loss account, Company registration documents, etc.
- The candidate should have knowledge of handling procurement of wide variety of services as well as works.
- The candidate should have excellent communication skills (both written & verbal), analytical and interpersonal skills and multi-tasking abilities.
- The candidate should be fluent in English communication, should be capable to handle queries successfully, and should be flexible to work as per the department's requirements.
- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and SAP (MM module) is essential.

Age: Max. 35 years as on the last date of application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

Reporting to: General Manager-Contracts

Salary & Allowances: Selected candidates will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 6 under the pay matrix of 7th Central Pay Commission. Beside the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **June 16, 2026**.

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