1. National Academy of RUDSETI (sponsored by Canara Bank, Syndicate Bank and SDME Trust) is involved in Training and Capacity Building of Rural Self Employment Training Institutes (RSETIs). The Training activities of the Academy (NAR) are sponsored by the Ministry of Rural Development (MoRD), Govt. of India. Now, NAR has been recognized by the MoRD as “National Resource Organization (NRO) for RSETIs” under World Bank funding.

The Academy proposes to engage services of qualified and experienced person on contract basis for the position of Procurement Consultant for “World Bank funding to NAR working as National Resource Organization (NRO) for RSETIs” sponsored by Ministry of Rural Development, GOI. The requirement as to qualification, experience, etc. are given below:

2. Name of the position: Procurement Consultant
3. Location:  BENGALURU (may require travelling to other places)

4. **Minimum Qualification and Experience**
   - Bachelor’s Degree from a recognised University or equivalent
   - 5 years’ experience in procurement related works
   - Person having World Bank/Public Sector Bank/State Government procurement experience will be preferred. Knowledge of English and MS Office is compulsory.

5. **Desired Domain Knowledge and Experience**
   - Good knowledge of concepts and principles of and approaches to procurement
   - Experience and understanding of technical and commercial aspects of procurement at all phases of Bank/ Donor funded/ GOI operations
   - Demonstrated analytical clarity, problem-solving skills and negotiating skills with ability to balance project objectives and procurement requirements
   - Ability to function effectively in multi-disciplinary teams within the Government environment

6. **Maximum Age limit:**
   Age of candidate should not more than 63 Years as on 1st January, 2018.

7. **Remuneration:**
   - Consolidated salary of Rs 40,000/- (Rupees Forty Thousand only) per month
   - Reimbursement of Conveyance Expenses of Rs. 5,000/- (Rupees Five Thousand only) per month, on declaration basis.
   - Reimbursement of Mobile Bill with a ceiling of Rs 700 per month.
   - No other emoluments.

8. **Role & Responsibilities:**
   - Preparation of annual procurement plan
   - Undertake and be accountable for all procurement activities to be carried out by the NAR
➢ Review and handle the technical, commercial and legal aspects of procurement at all stages of the implementation cycle
➢ Prepare and Finalize proper documentation of all procurement processes and activities
➢ Ensure efficient delivery of procurement function in relation to the implementation of procurement activities for NAR
➢ Ensure proper listing of all procurement activities and contracts for pre/post review purposes
➢ Liaise with World Bank, MoRD on processing pre/post review cases and get clearance on packages as per business standards
➢ Provide oversight and safeguard the procurement principles as outlined in the NRLM procurement manual
➢ Provide operational advice to NAR on concepts, policies and procedures for national, local and community procurement
➢ Resolve difficult procurement issues and handle questions/complaints from applicants and contractors on bidding and award issues.

9. General conditions:

i. The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
ii. In case of large number of applications, the Academy may shortlist the candidates as may be necessary.
iii. Canvassing in any form will be treated as disqualification.
iv. No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
v. The Academy reserves the right to relax any of the requirements i.e., age, Educational qualification, experience etc., in exceptional cases.

vi. The application form may be filled online through NAR Website: www.rudsetacademy.org (Click Here to Apply Online) Last Date: 22.12.2017