

**WORLD BANK FINANCED**  
**Assam Agribusiness and Rural Transformation Project (APART)**  
**Assam Citizen Centric Service Delivery Project (ACCSDP)**  
**Assam Rural Infrastructure and Agricultural Services Society**  
*(An Autonomous Body of the Govt. of Assam)*

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 ;Email: spd@arias.in; website: www.arias.in

REOI No. ARIAS/APART/534/2018/7

Dated, Guwahati the 25<sup>th</sup> July, 2019

**WALK IN INTERVIEW**  
**For Recruitment of Procurement Management Executives (PME)**

The ARIAS Society invites candidates for a **Walk-In Interview** for the recruitment of **4(four) nos. Procurement Management Executives(PMEs)** on contract basis under the World Bank financed **ACCSDP/APART**. The selected candidates will be placed at the office of the ARIAS Society at Khanapara, Guwahati. The minimum required qualification & experience in brief, and the age limit and the indicative CTP range for the position are furnished below. However, the qualification & experience etc. shall be as per the detailed Terms of Reference (TOR) provided in the website of ARIAS Society at <http://www.arias.in/career.html>.

**Required Qualification&Experience:** Graduate/Post Graduate from any Government Recognized University in any subject. At least **3(three) years** of experience in supporting procurement related functions in any project aided or financed by World Bank/ ADB or similar multilateral/ bilateral institutions or state/national level projects under the Govt. of India; or experience in supporting the procurement section in a large Public/ Private sector Organization. Knowledge and understanding of the Procurement guidelines & procedures of the World Bank/ ADB/Govt. of India or similar institutions will be advantage. *In case, sufficient candidates with 3 (three) years of experience in the fields cited above are not available, the interview panel may allow candidates having at least 2(two) years of experience to appear before the Interview Panel. However, in case found suitable, they will be selected at a lesser remuneration.*

**Skill Set:** The ARIAS Society is looking for individuals with higher level of skill set such as- Proficiency in Microsoft Office software including in MS Word, MS Excel, MS Power Point, and Internet, email etc. Proven practical skills in the area of procurement functions; Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills; Excellent organizational skills; Excellent accuracy with keen attention to detail; Self motivated, high level of zeal and enthusiasm in all endeavours, unblemished integrity, ability to check quality of own work and ability to organize and prioritize own work to meet deadlines; Ability to work both independently and as well as in a team; Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts; Good command over English language and oral communication skills. **Age:** The maximum age of the candidate should be **40 years** as on **31<sup>st</sup> July 2019**. *However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.*

**Remuneration, Cost to Project (CTP):** Depending on the qualifications, experience, competency and also the remuneration/ CTC of the last assignment, the consolidated fixed annual Cost to Project (CTP) of the **PME** will be determined and mutually agreed with the successful candidates, which would be in the range between **Rs. 4.20 lakh to Rs. 6.18 lakh** per year. The agreed annual CTP shall be inclusive of remuneration, performance-linked-incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend the PCU, etc. *However, if sufficient candidates with 3 (three) years of experience is not available, the interview panel may allow candidates having at least 2(two) years of experience to appear before the Interview Panel and in case found suitable, the candidate(s) will be selected at a mutually agreed lesser CTP.*

**General conditions for interview:**

1. Candidates shall be mandatorily required to bring an application as per the prescribed 'Application Format' provided on the website of ARIAS Society at <http://www.arias.in/career.html>, along with all the Original certificates/documents relating to qualification, experience, age, identify proof, latest salary etc. and also a set of self-attested copies of the same and one passport size photograph. Candidates are advised to go through the draft Terms of Reference (ToR) and the detailed walk-in-interview notice provided in the above cited website. The originals will be returned after corroboration with the copies. Candidature will be liable for cancellation if at any stage it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false. **Application received through email will not be entertained.**
2. In case of overwhelming response, SPD, ARIAS Society reserves the right to hold written examination of the candidates selected for the interview, and in that case, the candidates securing more than 60% marks will only be interviewed.
3. SPD, ARIAS Society reserves the right to increase or decrease the number of candidates to be recruited as per this walk-in-interview notice. The SPD, ARIAS Society also reserves the right to cancel this advertisement and/or the selection process without assigning any reason and without thereby causing any liability to anyone.
4. No TA/DA will be admissible for attending the Walk-in-interview.
5. Interested and eligible Candidates (from India) having the required qualification, experience and skill-set may directly walk-in for Interview on **3<sup>rd</sup> August 2019 (Saturday) before 10:30 AM** at the office of the ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022. At the discretion of SPD, ARIAS Society, candidates arriving after **10.30 AM** on the date of walk-in-Interview may not be considered/entertained for the interview process.
6. *ARIAS Society encourages women and persons with disability to apply.*

**(Vinod Seshan, IAS)**  
**State Project Director (SPD), ARIAS Society**