

<p>Position: Principal Consultant/Sr. Consultant [HR & Procurement] Position Code: CON 11</p> <p>No. of Position: 01 (One)</p> <p>Duration: The engagement is contractual initially for a period of six months, extendable to an year based on performance.</p> <p>Fee: The consolidated fee shall be fixed depending on the experience and qualification between: Rs.1,20,000 to Rs.1,90,000 monthly - Principal Consultant Rs.1,00,000 to Rs.1,50,000 monthly - Sr. Consultant</p> <p>Job Description: Work closely with HR & Administration Department mainly to deal in the Procurements & Tendering process and HR related matters.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ▪ Procurements of Goods & Services through Government e-Marketplace (GeM) and offline mode wherever required by following Government purchase procedures and rules as per BIRAC procurement manual / GFR 2017 and subsequent amendments. ▪ End to end tendering process viz. preparation of tender document, inviting bids, evaluation of bids etc. ▪ Maintenance of services records of employees ▪ Dealing with onboarding process, maintaining reservation roster as per Government norms. ▪ Any other work related to HR & Administration matters in BIRAC. 	<p>Eligibility:</p> <p>Essential Qualification: Graduate from a recognized University / Institute and MBA (Human Resource/Finance/Material Management) from a recognized Institute.</p> <p>Experience: Principal Consultant: 20 years or above Sr. Consultant: 11 years and upto 20 years</p> <p>Preferred work experience of 06 years in dealing with GFR and procurements & tendering process in PSU / Govt. Institute / other Govt. Department.</p> <p>Maximum Age : Principal Consultant: 60 Years Sr. Consultant: 50 Years</p>