

INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Atal Nagar, Raipur, Chhattisgarh - 493661

(An Institute of National Importance under the Ministry of Education, Government of India)

Website: www.iimraipur.ac.in

RECRUITMENT NOTICE

ASSISTANT PROCUREMENT AND CONTRACT MANAGEMENT OFFICER

Advertisement No.: IIMR/Admn/Rec./APCMO/2026-27/11

Date: 29.06.2026

1. About the Institute

Indian Institute of Management Raipur is an Institute of National Importance established by the Government of India under the IIM Act, 2017. The Institute invites applications from eligible Indian nationals for the following post on a fixed-term contract basis.

2. Post Details

- (a) Post: Assistant Procurement and Contract Management Officer
 - (b) Number of Posts: One (01), Unreserved (UR)
 - (c) Classification: Group B, Non-Faculty
 - (d) Pay: Consolidated emoluments equivalent to the minimum of Pay Level 6 as per the 7th Central Pay Commission, i.e., Basic Pay of Rs. 35,400/- per month plus Dearness Allowance as applicable from time to time. In addition, the selected candidate shall be entitled to allowances such as House Rent Allowance, Children's Education Allowance, Transport Allowance, and other allowances as admissible under the Institute's rules. Suitable pay protection in line with the last pay drawn may be offered to deserving candidates from the Government / Autonomous Institutes.
 - (e) Nature of Appointment: Regular or Fixed Term Contract. In the case of a Fixed Term Contract, the initial appointment shall be for three (03) years, extendable subject to satisfactory performance and institutional requirements. The Institute reserves the right to appoint on either basis, depending upon the outcome of the selection process.
 - (f) Place of Posting: IIM Raipur, Atal Nagar, Raipur, Chhattisgarh.
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3. Essential Qualifications

- (a) Bachelor's degree with first-class marks from a recognised University or Institute.
 - (b) Master's degree with first-class marks from a recognised University or Institute.
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4. Experience

- (a) Minimum three (03) years of relevant experience in procurement / stores management / contract administration / inventory management / vendor management.

- (b) Candidates with suitable work experience (minimum one year) in an educational institute of national importance may be given preference.
 - (c) The following knowledge and experience are essential:
 - (i) General Financial Rules (GFR-2017) and Manual for Procurement of Consultancy and Other Services 2017.
 - (ii) Government e-Marketplace (GeM) including mandatory procurement, bidding, order placement and order management.
 - (iii) Central Public Procurement Portal (CPPP) and electronic tendering and electronic procurement processes.
 - (iv) Preparation of tender documents including Notice Inviting Tender, Request for Proposal, technical and financial bid documents, and comparative statements.
 - (v) Contract drafting, execution, administration and monitoring including Annual Maintenance Contracts.
 - (d) Knowledge of CVC guidelines on public procurement and transparency requirements is desirable.
 - (e) Experience in vendor empanelment, vendor evaluation and rating, and vendor management is desirable.
 - (f) Proficiency in MS Office applications, specifically MS Word, MS Excel and MS PowerPoint, is essential. Experience in working with ERP based procurement modules is desirable.
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5. Age Limit

- (a) Not exceeding 35 years as on the last date of receipt of applications.
 - (b) Age relaxation shall be applicable as per Government of India rules in force for SC / ST / OBC / PwD / Ex-Servicemen / EWS candidates.
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6. Job Responsibilities

- (a) Manage the complete procurement process for all goods, services and works for the Institute in accordance with GFR-2017, GeM guidelines and Institute procurement rules.
- (b) Process indents received from user departments, verify budget availability in coordination with the Finance department, and initiate the appropriate procurement route in accordance with prescribed thresholds and rules.
- (c) Prepare and process tender documents including Notice Inviting Tender, Request for Proposal, Request for Quotation, technical and financial bid documents, comparative statements and purchase orders.
- (d) Manage all procurement through the Government e-Marketplace (GeM) including product search, bid creation, order placement, order tracking and invoice processing.
- (e) Manage electronic procurement and electronic tendering processes through the Central Public Procurement Portal and other applicable platforms.
- (f) Draft, execute, administer and monitor contracts including supply contracts, service contracts and Annual Maintenance Contracts, and maintain a contract register with key milestone and renewal alerts.
- (g) Maintain vendor master data including empanelment, periodic evaluation and rating of vendors, and management of approved vendor lists across categories.

- (h) Manage stores functions including receipt of materials, inspection coordination, entry in stock ledgers, issue of materials to user departments, inventory control and annual stock verification.
 - (i) Maintain asset records in coordination with the Finance department including tagging, verification and physical stock taking of Institute assets.
 - (j) Ensure compliance with CVC guidelines, transparency requirements and applicable audit norms in all procurement and contract management activities, and maintain complete documentation for audit readiness.
 - (k) Coordinate with the Finance department for timely processing and payment of vendor bills in accordance with contract terms.
 - (l) Prepare procurement status reports, savings reports and contract monitoring reports for submission to the CAO and Director as required.
 - (m) Any other work or task assigned by the Director or CAO from time to time.
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7. How to Apply

- (a) Eligible candidates shall apply online only through the IIM Raipur website: www.iimraipur.ac.in.
 - (b) Applications submitted by any other mode, including by post, email or in person, will not be entertained.
 - (c) Candidates must upload self-attested copies of all relevant documents including proof of qualification, experience certificates, date of birth proof and category certificate (if applicable), and NOC in the prescribed format attached herewith, along with the online application.
 - (d) Last date for submission of online applications: **19 July 2026**
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8. General Terms and Conditions

- (a) The appointment may be made on a regular basis or on a fixed-term contract basis, at the discretion of the Institute. In the case of a fixed-term contract appointment, the contract shall be for three years and shall be extendable subject to satisfactory performance and institutional requirements.
- (b) Candidates who are permanent employees of Government, Semi-Government, PSU or Autonomous Bodies must apply through proper channel. Those who are not in permanent employment must produce a No Objection Certificate from their current employer at the time of interview.
- (c) Only shortlisted candidates will be intimated and called for a personal interview or written test, or skill test as applicable. No correspondence regarding application status will be entertained.
- (d) Outstation candidates called for interview will be reimbursed to and from III-AC Class railway fare from their mailing address to the place of interview by the shortest route, on production of proof of travel. No stay will be provided by the Institute. No local travel reimbursement will be admissible.
- (e) Original certificates must be produced at the time of interview.
- (f) The appointment is subject to a medical fitness certificate issued by a Government Medical Officer at the time of joining.

- (g) The cut-off date for determination of age and experience eligibility shall be the last date of receipt of applications.
- (h) The Institute reserves the right to cancel, modify or suspend this recruitment process at any stage, including after receipt of applications or conduct of interviews, without assigning any reason whatsoever. No claim shall lie against the Institute on account of such cancellation or modification.
- (i) The Institute reserves the right to fill or not fill the post, and to relax any of the prescribed qualifications or experience in deserving cases at its discretion.
- (j) Mere fulfilment of the minimum eligibility criteria shall not confer any right on a candidate to be called for interview or to be selected.
- (k) Applications that are incomplete in any respect, including those not accompanied by requisite supporting documents, will be summarily rejected. No correspondence in this regard will be entertained.
- (l) There is no application fee for this post.
- (m) For any queries, please contact us at 0771-2474755 or email us at staffrecruitment@iimraipur.ac.in.

IIM Raipur is an equal opportunity employer. Candidates from SC / ST / OBC / PwD / EWS categories are encouraged to apply.

S/d
Col. Aditya Sudan (Retd.)
Chief Administrative Officer
IIM Raipur

NO OBJECTION CERTIFICATE
(On Institute / Organization letter head)

1. This is to certify that Dr. / Mr. / Mrs. / Ms. _____ is a **Bonafide employee** of this Institute / Organization with effect from _____ his / her **Employee Code** is _____.
2. At present, he / she is working as _____ in the _____ **Department / Section** in a **Temporary / Contract / Permanent** capacity in the **Scale of Pay / Pay Band / Consolidated Emoluments of Rs.** _____.
3. This Institute / Organization has **No Objection** if he / she applies for the post of _____ at **Indian Institute of Management Raipur**.
4. It is also certified that **no vigilance enquiry** is pending or being contemplated against him / her. Further, he / she will be **relieved from this Institute / Organization**, in the event of his / her selection to the said post.

Date: _____

Place: _____

Name: _____

Designation: _____

Signature of the Head of the Institute / Organization: _____

Official Seal: _____