



Institute of Rural Management Anand

Requires

Officer (Procurement)

IRMA invites applications from candidates with outstanding academic credentials for the position of Officer (Procurement).

Job Description:

- a) Process procurement of goods, services, equipment, consumables, and works as per applicable rules.
- b) Prepare tender documents, RFPs, bid evaluations, comparative statements, and purchase orders.
- c) Manage procurement through GeM, e-procurement, and tendering systems.
- d) Coordinate with user departments for procurement planning.
- e) Monitor vendor performance and contract compliance.
- f) Maintain inventory and procurement records.
- g) Ensure compliance with GFR, CVC guidelines, Institute regulations, and audit requirements.
- h) Assist in annual procurement planning and budgeting.
- i) Handle import procurement, if applicable.

Qualification, Experience and Skill Requirements:

Bachelor's degree in engineering/management/commerce or equivalent.

Age:

The maximum age should preferably be below 40 years as on the last date of application. An additional 5 years of age relaxation is provided to women candidates.

Experience:

Minimum 5 years of relevant procurement and purchase experience, knowledge with proficiency in GFR-2017, e-tendering systems and process requirements through GeM in any University / Institute of National Importance or Centrally Funded Institutions.

Compensation and Tenure:

The candidate selected will be offered an appointment on a contract for a term of three (03) years, which may be extended for a further period based on performance or as per the Institute's requirements. According to the experience and qualifications, the selected candidate will be placed in consolidated pay of **Rs. 74,179/-** per month. The selected candidate may be eligible for other entitlements in accordance with the rules and regulations of the Institute.



Application Deadline

Interested candidates may apply online by 30th July 2026, at <https://tsu.ac.in/careers/careers.php>

Note:

1. For the online application form, please visit the official website of “Tribhuvan” Sahkari University at the TSU Website <https://www.tsu.ac.in>.
2. Incomplete applications in any respect shall not be considered by the Institute.
3. Mere fulfilment of the prescribed qualifications and experience does not entitle a candidate to be called for the selection process.
4. The Institute reserves the right to adopt appropriate criteria for shortlisting applications.
5. The Institute reserves the right to fill or not to fill any or all of the positions advertised.
6. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, determination of eligibility criteria, equivalence of qualifications, and mode of screening/selection/interviews shall be final and binding on all candidates.
7. No correspondence shall be entertained regarding the reasons for not being shortlisted, called for an interview, or selected.
8. Candidates employed in Government, Semi-Government, or Autonomous Organisations must apply through the proper channel or submit a No Objection Certificate at the time of the interview.
9. Candidates must disclose details of any disciplinary proceedings, pending court cases, and/or FIRs filed against them in the application form and also inform the Institute in writing before the commencement of the selection process.
10. Candidates called for an interview for a particular position may also be considered for a lower position, if found suitable.
11. Depending on the academic credentials and experience of the candidate, the Institute may offer an appointment on a contractual basis for a period shorter than three years.
12. The Institute reserves the right to place selected candidates at any of its campuses where subject-specific vacancies exist.
13. Canvassing in any form and/or bringing influence or pressure from any source will be treated as a disqualification for the post.
14. IRMA is an equal opportunity employer. Women candidates and candidates belonging to SC, ST, OBC, and EWS categories are encouraged to apply.