



## Indian Institute of Information Technology, Sri City, Chittoor

---

Reference No: IIITS/2019/06/Staff/Consultant-Procurement

Opening Date: March 27, 2019

Closing Date: April 16, 2019

### **Position: Consultant – Junior Level (Procurement) on contract basis**

Applications are invited from eligible qualified individuals for the position of Consultant - Junior Level (Procurement) required at its campus located at Sri City. The role involves implementation of procurement policies to ensure all items are purchased and delivered within budget and time constraints through the following:

- Managing end to end order processing with various vendors
- Identify and source new suppliers and vendors
- Manage vendor and supplier selection process based on price, quality, support, capacity and reliability
- Develop and maintain strategic relationships with key suppliers and vendors
- Establish and update an approved vendor/supplier database
- Develop, negotiate and administer purchasing agreements and contracts with suppliers in support of organizational requirements
- Evaluate contracts to ensure compliance with legal requirements and organizational policies
- Work with relevant departments to manage inventory requirements
- Facilitate timely placement of purchase orders
- Rules pertaining to prevailing GFR, tax structure, exemptions applicable for educational and R&D institutions, customs clearance etc.
- Import and export formalities for research equipment, lab consumables, etc.
- Finalization Rate contracts, AMCs for various equipment and facilities
- Any other tasks as assigned by Director or other reporting officials

**The initial period of engagement will be for ONE year and is extendable on mutually agreeable terms.**

### **Skills and Experience:**

- Any Bachelor's or Master's degree or equivalent from reputed Institute/University
- A minimum of 5 years of relevant work experience in Central / State Govt. or similar organized services / Semi Govt./ PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance or large industrial organizations.
- Excellent verbal and written English language and communication skills
- Proficient in Microsoft applications
- Attention to detail, ability to multi-task and good team playing skills

**Type of role:** Full Time (Residential)

**Location:** Sri City, AP

**Compensation:** Commensurate with qualification and relevant experience

**Start Date:** Immediate



## Indian Institute of Information Technology, Sri City, Chittoor

---

### **How To Apply:**

Candidate possessing the requisite qualification and experience should apply with your detailed resume at [careers.staff@iiits.in](mailto:careers.staff@iiits.in) with subject “Resume for Consultant (Procurement)-“Name of the Candidate” on or before April 16, 2019. Call letters will be sent through e-mail to the candidates shortlisted for interview. Candidates called for interview will be required to attend at their own expenses.

### **Note:**

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold written test / skill test / interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. “Interim Enquiry will not be entertained.”
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview.
6. In case of any advertent mistake in the process of screening/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidates.
7. Candidates shall have to produce original documents for verification at the time of appearing in Interview.
8. In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the institute shall be final.
9. Any corrigendum or amendment regarding this advertisement will be published on our website [www.iiits.ac.in](http://www.iiits.ac.in)

**About IIIT Sri City, Chittoor :** For details please logon to [www.iiits.ac.in](http://www.iiits.ac.in)

Sd/-  
Registrar Incharge