

GOVERNMENT OF ASSAM  
**STATE PROJECT MANAGEMENT UNIT (SPMU)**  
POSHAN ABHIYAAN, ASSAM, SARUMOTORIA, GUWAHATI-36  
Dr. Zakir Hussain Road, Email: [poshanassam18@gmail.com](mailto:poshanassam18@gmail.com)

No.SPMU(POSHAN)HR/07/2019/90

Dated. 18/01/2020

**INTERVIEW NOTICE**

The State Project Director, POSHAN Abhiyaan, Assam invites Interview notice from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfill the eligibility norms of educational qualification, age etc. as mentioned below of purely temporary contractual posts under POSHAN Abhiyaan, Assam.

The interested candidates having requisite educational qualifications as mentioned below and experience may apply for the post.

**Name of the Post: Consultant (Procurement) 1no. (One Position) State cell**

**Requisite Qualifications:**

- PG degree in Supply Chain Management/ MBA with specialization in Operations /Supply Chain Management
- At least 5 years experience in supply chain & logistics/Procurement planning management.
- Expertise in preparation of ToR for consulting services, RFP and bidding documents for procurement of goods and services including working knowledge on technology and software application support. Good understanding of the ICDS scheme will be an added advantage
- Knowledge of Computer is essential.
- Experience of working with front line workers of Government Department and training on IT/Mobiles/Computer
- In-depth knowledge of supply chain management/ logistics/procurement.
- Problem solving skills.
- Good oral and written communication skills both in English and Assamese
- Age should be between 25-44 years
- Person having experience in Assam Tender, GeM will be preferred
- **Remuneration:** Fixed Rs. 60,000/- (Rupees Sixty Thousand) only per month
- **None need to apply who does not have adequate knowledge on Procurement Manuals for Goods and Works, GFR, CVC guidelines and DFP Rules.**

**Self Assessment:**

All the aspirant candidates have to fill up the prescribed Self-Assessment form and will have to submit their self-assessment form through mail on or before 31<sup>st</sup> January 2020 at mail-id [poshanassam18@gmail.com](mailto:poshanassam18@gmail.com).

**The details of filling up Self Assessment form is as follows:**

**1. Academic Excellence: Maximum Weight-age will be of 12 Marks**

**Criteria:**

- Candidates who have received 60% or above in qualified examinations as required for the positions will get Maximum 3 Marks.
- Candidates who have received 45% or above in all qualified examinations as required for the positions will get Maximum 2 Marks.
- Candidates who have received below 45% in all qualified examinations as required for the positions will get Maximum 1 Marks.

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2. **Work Experience: Maximum Weight-age will be of 5 Marks**

**Criteria:**

- Candidates will get 1 mark if his/her total years of experience are equal to required years of experience.
- Candidates will get additional 1 mark for every years of completed work experience above the required years of experience.

3. **Knowledge of Computer: Maximum Weight-age will be of 3 Marks**

**Criteria:**

- Candidates who have
- Diploma in Computer 3 months will get 1 mark
- Diploma in Computer 6 months will get 2 mark
- Diploma in Computer 1 year will get 3 mark

**Maximum weight-age for self-assessment will be of 20 Marks. Candidates who receive below 10 marks after self-assessment need not to apply or His/Her candidature will stand cancelled automatically. Any misleading information in this regard will make the candidate ineligible for the positions.**

The Candidates should carefully go through the terms and conditions as mentioned in the criteria, particularly educational qualification, age limit, experience and certificate of computer knowledge.

Only those candidates who fulfill all the terms and conditions in respect of the post for which they are applicants shall be entertained. Others need not apply.

The Candidates may need to visit the concerned website regularly for any last minute change.



Secretary to the Govt. of Assam,  
Social Welfare Department &  
State Project Director,  
POSHAN Abhiyaan

**Self-Assessment Format for aspirant Candidates for the Contractual Positions under State Project Directorate, POSHAN Abhiyaan, Assam**

Name of the Candidate:	Father's/Husband/Guardians Name:		
Gender:	Date of Birth (DD/MM/YYYY):	Email ID:	
Contact No:	Caste:	Employment Registration Number:	
Address for Communication:			

**Criteria for Self Assessment**

A	Academic Excellence: Maximum Weight-age will be of 12 Marks	Criteria	Mention the Name of the Qualified Examination	Percentage of Marks Obtained	Self-Assessed Marks as per criteria
		i. Candidates who has received 60% or above will get Maximum 3 Marks  ii. Candidates who has received 45% or above will get Maximum 2 Marks  iii. Candidates who has received 45% or above will get Maximum 1 Mark	1) HSLC or equivalent		
			2) HSSLC or Equivalent		
			3) Graduation: (Kindly Mention your Course/Subject):		
			4) PG: (Kindly Mention your Course/Subject)		
B	Work Experience: Maximum Weight-age will be of 5 Marks	Criteria	Name of the Organizations Worked/Working for (Please mention Your Designation, Joining Date and Last Working Date)	Total Years	Self-Assessed Marks as per criteria
		i. Candidates will get 1 mark if his/her total years of experience are equal to required years of experience. ii. Candidates will get additional 1 mark for every years of completed work experience above the required years of experience.	1)		
			2)		
			3)		
C	Knowledge of Computer: Maximum Weight-age will be of 3 Marks	Criteria	Particulars of Certificate of Diploma	Duration of the Course	Self-Assessed Marks as per criteria
		i. Diploma in Computer 3 months will get 1 mark ii. Diploma in Computer 6 months will get 2 Marks iii. Diploma in Computer 1 year will get 3 Marks	1)		
			2)		
			3)		
<b>Grand Total Self-Assessed Marks (A+B+C)</b>					

**Declaration:**

I am a candidate for the post of ..... and the fact states above are true to the best of my knowledge and belief. In case of a false statement, I am liable to any action Govt. may deem fit and proper.

**Full Signature of the Candidate**

**NB: If the prospective candidates scores below 10 marks after self-assessment need not to apply or his/her candidature will stand cancel automatically. Any misleading information in this regards will make the candidate ineligible for the positions.**