



GUWAHATI MUNICIPAL CORPORATION (GMC)

Betkuchi, Guwahati-781035

Website-www.gmc.assam.gov.in, email-guwahatigmc@gmail.com

Phone-+91-361-2540525

No: GPR/84/2022/Pw 425

Date: 8/7/2026

WALK IN INTERVIEW

Applications are invited in Standard Format for 1 (one) number post of Procurement Expert to be engaged on contractual basis in Guwahati Municipal Corporation. Interested candidate may appear for the Walk In Interview at the Office of the Commissioner, Guwahati Municipal Corporation, Betkuchi, Guwahati-781035 on 13/07/2026 at 10:00 AM along with the CV and relevant documents in original and photocopy.

Required Qualification:

- A. A first-class Engineering graduate preferably in Civil Engineering with MBA or Master's degree/ Post Graduate Diploma (minimum two years duration) in any discipline from any Govt. recognized university/institution or Master's in Procurement/ Supply Chain Management/ Business Administration/ Law or relevant subjects like Economics/ Accounting/ Finance. Candidates having advanced academic/professional qualification in procurement will be given preference.
- B. Experience:
 - Minimum 5 years of post-qualification experience in project procurement and contract management.
 - Experience in managing procurements funded by the World Bank/Externally Aided Project (EAP), ADB, AIIB, JICA etc will be highly advantageous.
 - Proven experience in preparing procurement plans, Bid documents, preparing evaluation reports and contracts as per Bank SBD and managing procurement processes Thorough Knowledge of procurement through GEM and Assam tenders.
 - Ability to upload bids on GEM and Assam tenders
 - Thorough knowledge on GFR, Assam Public Procurement Act 2017 and Assam Public Procurement Rule 2020, CVC Guideline, GEM.
- C. Preferred skills include:
 - a) Good understanding of business processes
 - b) Good math skills
 - c) Good negotiation, organizational and analytical skills.
 - d) Ability to work in a team environment.
- D. Age: Between 25 years to 40 years as on 01/01/2026.
- E. Remuneration: Rs. 1,00,000/- per month.
- F. Duties & Responsibilities
 - a) Preparation of Procurement Plan and Procurement Manual with formats to guide procurement and threshold-based methods for goods, non-consulting services and consultancy services.
 - b) Preparation of bidding documents related to the entire tendering cycle- from preparation of bidding documents, to tendering, pre bid meetings, technical & financial evaluation, preparation of evaluation statements & reports and contract management.
 - c) Organizing pre-bid or pre-proposal meetings, providing clarifications, coordinating the receipt of bids/proposals, leading, and participating in the opening of bids/proposals/expressions of interest.
 - d) Review bid documents and prepare bid evaluation.
 - e) During bidding period, prepare responses for questions from bidders and issue amendment/s to the procurement documents in accordance with relevant clauses of the Bid and RFP.
 - f) Design a proper contract monitoring mechanism to ensure compliance to milestones, deliverables, timely completion of assignments, release of payment, issuing contract amendment of all signed contracts
 - g) Ensure proper record keeping pertaining to award of tenders, including bid notification, register pertaining to sale and receipt of bids, bid opening records / minutes, bid evaluation Reports.
 - h) Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals.
 - i) And any other work assigned by the Commissioner, GMC, from time to time.
 - j) The selected candidate may have to work on Holiday and beyond normal office working hours as when necessary.

G. Terms and conditions:

- (a) The engagement is purely temporary initially for a period of 11 months and liable to be terminated at any time without assigning any reason.
- (b) The candidate shall submit Standard Form with all relevant details including CV mentioning name, address, age, sex, date of birth, education qualification, percentage of marks obtained with relevant mark sheets, past experience with proof.
- (c) The name of the selected candidate will be published at GMC's website www.guwahatimunicipalcorporation.org.
- (d) An original documents such as Age Proof, Identity Proof, PRC, Academic Qualification Certificate is to be produce during interview.
- (e) The Commissioner, GMC reserves the right to accept or reject any candidature without assigning any reason thereof.


Commissioner,
Guwahati Municipal Corporation,
Guwahati.

Memo No: GPR/84/2022/Pt /

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Date: 8/7/2026

Copy to

1. The Additional Commissioner, GMC, for kind information & necessary action.
2. The Branch Officer, Personnel Branch, GMC, for kind information & necessary action.
3. The Branch Officer, Media Cell, GMC, for necessary publication in English and Vernacular daily through DIPR, Assam.
4. The PA to the Hon'ble Mayor, GMC for kind appraisal of the Hon'ble Mayor, GMC.
5. The Software Developer, GMC for uploading the advertisement on the GMC website.
6. File copy.


Commissioner,
Guwahati Municipal Corporation,
Guwahati.