



Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu, Jammu & Kashmir

Request for Proposal (RFP)
Appointment of Procurement Officer under JKCIP

Issued by SKUAST-Jammu

Date of Issue: 27-03-2025

SKUAST-Jammu is seeking applications from qualified and experienced candidates for the contractual position of **Procurement Officer** under the JKCIP project. This position aims to strengthen procurement operations in compliance with IFAD guidelines and national procurement regulations. The engagement will be strictly contractual, starting with a one-year term, and may be extended annually based on performance until the project's duration. The detail terms and conditions of recruitment are mentioned below:

1. General Information

| | |
|-----------------------------------|--|
| Project name | Competitiveness Improvement of the Agriculture and Allied Sectors Project in the Union Territory of Jammu and Kashmir (JKCIP) |
| About JKCIP | The Jammu & Kashmir Competitiveness Improvement of Agriculture and Allied Sectors Project (JKCIP) aims to enhance the productivity, market linkages, and sustainability of agriculture and allied sectors in J&K. JKCIP at SKUAST-Jammu will emphasize upscaling collectivization, including FPOs, promoting niche agricultural crops, horticulture crop development, and fostering incubation and startups. The project integrates modern technologies, capacity building, and financial support to boost farmers' income and resilience. |
| Maximum project period | 05- 07 years |
| Place of posting | SKUAST-Jammu, Main Campus Chatha, Jammu, J&K, India |
| Procuring entity | SKUAST-Jammu |
| Contract title | Hiring of Procurement Officer |
| Selection method | Fixed Budget Selection |
| Applicable Procurement Guidelines | IFAD |

2. Procurement details

| | |
|----------------------|---------------------------------------|
| Procurement method | Individual Consultant Selection (ICS) |
| Procurement category | Expert engagement |
| Funding source | IFAD / JKCIP |
| Remuneration | ₹ 80,000 (Consolidated) |
| Selection type | Open Tender |

3. Qualifications & Experience

| | |
|-------------------------------------|--|
| Minimum qualification | Graduate in Commerce, Business, Finance, or Management |
| Desirable Qualifications & Training | <ul style="list-style-type: none">• Certification in Purchasing Management and Procurement Systems.• Postgraduate Diploma in Material/Supply Management.• Completion of Procurement Training from a national-level institute or training conducted by an International Financial Institution (IFI) |
| Professional Experience | <ul style="list-style-type: none">• Minimum 5 years of post-qualification managerial experience in procurement, with a complete understanding and experience in national procurement procedures.• Minimum 1 year of experience in handling project procurement in an externally aided project. |

4. Scope of Work

The Procurement Officer will be responsible for managing procurement activities under the project, ensuring transparency, efficiency, and compliance with **IFAD procurement policies**. The key responsibilities of procurement officer include the following:

- Coordinate with relevant subject matter specialists on procurement matters, including preparation of **Terms of Reference (TOR)** and technical specifications.
- Assist in the preparation of bidding documents and other procurement-related documentation.
- Manage the receipt and safe storage of **quotations, bids, and proposals**.
- Coordinate with the project team, organize, and support evaluation committees for prompt evaluations.
- Update **Contract Management details in IFAD ICP-CMT** and prepare contract amendment letters.
- Monitor procurement progress under **MPA Procurement**, report challenges, and provide solutions.
- Ensure adherence to Community Participation Procurement Guidelines and maintain required documentation.
- Maintain progress records of procurement activities against procurement timetables, highlighting variations and suggesting remedial measures.
- Ensure the proper maintenance of procurement correspondence and documentation in hard and electronic formats.
- Provide required documentation and data for **IFAD Supervision Missions and Implementation Support Missions**.
- Perform any other procurement-related tasks assigned by the University authorities.

5. Procurement timeline

| Activity | Estimated Date |
|---------------------------------|----------------|
| RFP advertisement | 27/03/2025 |
| Application submission deadline | 22/04/2025 |
| Evaluation of applications | 30/04/2025 |
| Interview & Contract award | 08/05/2025 |
| Commencement of services | 13/05/2025 |

6. Selection Criteria & Evaluation

The selection will follow the **Individual Consultant Selection (ICS) method** under IFAD guidelines. Evaluation will be based on the following criteria:

| Criteria | Maximum Score |
|---|-------------------------|
| Qualifications & Education | 50 |
| Relevant Work Experience | 10 (2 for each year) |
| Professional Certifications (CIPs, CIPP etc.) | 5 |
| Knowledge of IFAD Procurement Guidelines | 5 |
| Interview | 30 |
| Total | 100 |

7. Application & submission details

Interested candidates must submit the following, along with the duly filled prescribed format:

1. CV and a description of relevant experience
2. Supporting Documents (Educational qualifications and professional certifications)

Applications must be submitted with subject line **“Application for Procurement Officer – JKCIIP SKUAST-Jammu”** in both hard copies (sealed envelopes) and via email (single PDF file) to **“Director Research, Directorate of Research, SKUAST-Jammu, Main Campus Chatha – 180009, J&K”** and **‘jkciip@skuastj.org’**, respectively by or before 22-04-2025.

8. Contract Terms & Conditions

- The engagement will be purely on contractual basis co-terminus with the project on year to year extension basis, depending upon the performance of the candidate.
- The selected candidate may be deputed to any district in the Jammu region during the project period.
- The candidate's services may be terminated with one month's notice or by paying one month's salary in lieu. Similarly, if the candidate wishes to resign, they must provide one month's notice or compensate with one month's salary.

- The candidates shall have no legal right to claim his/her regularization/appointment by absorption or otherwise against any regular post in SKUAST-Jammu or any further contractual engagement beyond JKCIP.
- No Objection Certificate from the employer in case of engagement elsewhere and experience certificate, relevant to the project, in original, if any will be produced at the time of interview.
- Only eligible candidates will be informed about the date, time and venue of interview later on.
- No TA/DA shall be paid for attending the interview.
- Complete application in the prescribed format, duly filled in along with copies of all academic and experience certificates should be mailed as **one PDF file** to 'jkcip@skuastj.org'.
- The candidate shall observe the highest standard of ethics **during the procurement and execution of such contracts and comply with IFAD's Policy on preventing Fraud and corruption** in its activities and operations.
 - a. **"Corrupt practice"** is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value in order to improperly influence the actions of another party.
 - b. **"Fraudulent practice"** in any act or mission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation.
 - c. **"Collusive practice"** is an arrangement between two or more parties designed to achieve an improper purpose; including improperly influencing the actions of another party.
 - d. **"Coercive practice"** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, to improperly influence the actions of that or another party.
 - e. **"Obstructive practice"** is (i) deliberately destroying, falsifying, altering, or concealing evidence that may be material to an investigation by the Fund or making false statements to investigators in order to materially impede an investigation by the Fund; (ii) threatening, harassing, or intimidating any party in order to prevent that party from disclosing its knowledge of matters relevant to an investigation by the Fund or from pursuing such an investigation; and/or (iii) the commission of any act intended to materially impede the exercise of the Fund's contractual rights.
- Candidate is required to comply with IFAD's policy on preventing sexual harassment, exploitation, and abuse. In case of proven sexual misconduct, the candidate's contract will result in termination and shall be dealt with under law. Candidates must ensure equal opportunity and fair treatment with others avoiding discrimination based on characteristics such as sex, race, or nationality.
- The candidate shall ensure that its activities under the contract comply with IFAD's Social, Environmental, and Climate Assessment Procedures (SECAP), as

relevant to the activities performed under his contract. Information on SECAP is available on <https://www.ifad.org/en/secap>.

- The candidate shall have to give an undertaking that he/she shall abide by the HR Policy and procedures of the University.
- The candidate shall have to submit a declaration that he/she has neither charged/convicted by the Hon'ble Court nor dismissed/removed/compulsorily retired by way of punishment from the service of any Public/Private Sector Undertaking or from Government Department and that he/she has not been declared insolvent by any court.
- The selection procedure shall be finalized based on the number of applications received and will be communicated to eligible candidates in due course of time. Accordingly, there may be a written test before conducting the interview.
- Selection will be based on a personal interview and a presentation. At the time of the interview, candidates shall bring original certificates of qualifications and experience along with them.
- The candidate should be physically fit, highly motivated, dynamic, result-oriented, and ready to join immediately upon selection.
- Incomplete application(s) in any form & the application(s) received after due date will not be considered
- The salary will be released on a monthly basis, depending on the availability of funds, and will be based on the performance and achievement of milestones.
- The deadline for submitting applications via email / postal service is 22-04-2025.
- University management or funding agency will not be responsible for any postal delay.
- Canvassing in any form will liable to disqualify the candidature.
- The University reserves the right to change/withdraw the advertisement either partly or wholly at any time without assigning any reason thereof.
- In the event of any dispute between the employer and employee, the Mission Director of HADP will act as the arbitrator, and their decision shall be final and binding on both parties.
- Any other disputes shall be subject to the jurisdiction of the courts in Jammu and Kashmir only.

9. For further inquiries, please contact:

- Dr. Pawan K Sharma
Nodal Officer JKCIP, SKUAST-Jammu
Division of Agricultural Economics & ABM
Block No. 7, Main Campus Chatha
Email: jkcip@skuastj.org
Mobile: +91-9419192958

Application Form Procurement Officer under JKCIP, SKUAST-Jammu

Affix recent
self-attested
photograph

1. Name of the candidate (IN CAPITAL LETTERS)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

2. Parentage (IN CAPITAL LETTERS)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

3. Sex _____

4. Date of Birth (as per records)

| | | | | | | | |
|----------|----------|----------|----------|----------|----------|----------|----------|
| D | D | M | M | Y | E | A | R |
| | | | | | | | |

5. Marital status _____

6. Tick mark the appropriate Category

| | | | | |
|----------------|-----------|-----------|------------|---------------|
| General | SC | ST | OBC | Others |
| | | | | |

7. Permanent address

| |
|--|
| |
|--|

8. Correspondence address

| |
|--|
| |
|--|

9. Academic qualification:

| Examination | University / Board / Institute | Class / Division | OGPA / Percentage | Year of Passing | Subjects |
|-------------|-----------------------------------|------------------|----------------------|--------------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |

10. Work Experience:

| Organization | Designation | Duration | Key Responsibilities |
|--------------|-------------|----------|----------------------|
| | | | |
| | | | |

11. Contact details: Mobile: _____ **Email:** _____

12. Declaration

I hereby declare that the information given by me in this application form is complete and true to the best of my knowledge and belief and that discrepancy / false information, if detected at any time before or after the interview / selection, I shall be bound to face action as per the decision of the employer.

Place:

Date:

Signature