



NITCON LIMITED

VACANCY ADVERTISEMENT- 06/2026-27

Details of Requirement for Deployment of Personnel purely on Contractual Basis

Job Opening No.	Name of Post	Job specification and description	No. of Vacancy	Monthly Pay-out (Approx.) (Rs.)
NIT/NATRAX/ 2026-27/01	Lead – Procurement	Qualification & Experience: ✓ Engineering Graduate from a recognized university, MBA/PGDM in Supply Chain, Procurement, Materials Management or a related field will be preferred. ✓ Minimum 15 years of relevant experience in government procurement, public procurement, contract management or infrastructure procurement. ✓ Experience in Government organizations, PSUs, defence establishments or large infrastructure institutions is highly desirable. ✓ Preference will be given to candidates with an Ex-Army/Defence background and significant experience in procurement and contract management. Expected Roles & Responsibilities: ✓ The Lead – Procurement will be responsible for managing end-to-end procurement and contract management activities for civil, infrastructure, engineering and institutional projects. ✓ The role involves ensuring transparent, timely and compliant procurement processes in accordance with Government procurement rules, GFR, GeM guidelines, CVC provisions and organizational policies while supporting strategic sourcing and project execution. ✓ Manage the complete procurement lifecycle, including planning, tendering, bid evaluation, purchase processing, contract award and vendor management. ✓ Lead procurement activities for civil works, infrastructure projects, engineering services, MEP works, construction materials, equipment and institutional procurements. ✓ Prepare and review tender documents, technical specifications, BOQs, RFPs, RFQs, comparative statements and procurement recommendations. ✓ Ensure compliance with Government procurement procedures, GFR, GeM, CVC guidelines and other applicable statutory requirements. ✓ Coordinate with user departments, finance, legal, project teams, consultants and external agencies for seamless procurement execution.	01 No.	1,00,000/-



NITCON LIMITED

VACANCY ADVERTISEMENT- 06/2026-27

- ✓ Evaluate technical and commercial bids, conduct vendor assessments, negotiate Contracts and recommend procurement strategies.
- ✓ Monitor contract execution, delivery schedules, payment milestones, performance obligations, amendments and dispute resolution.
- ✓ Develop and maintain a robust vendor database and identify strategic sourcing opportunities for infrastructure and engineering projects.
- ✓ Support budgeting, cost optimization, procurement planning and risk mitigation initiatives.
- ✓ Ensure proper documentation, audit readiness and record management for all procurement and contract activities.
- ✓ Liaise with Government agencies, contractors, consultants and regulatory authorities to facilitate efficient procurement operations.

Key Skills:

- ✓ Strong knowledge of Government procurement procedures, GFR, GeM, tendering and contract management.
- ✓ Experience in procurement for civil, infrastructure, engineering and project-related works.
- ✓ Expertise in techno-commercial evaluation, bid management, vendor negotiations and sourcing.
- ✓ Sound understanding of statutory compliance, audit requirements and procurement documentation.
- ✓ Excellent analytical, negotiation, coordination and decision-making abilities.
- ✓ Strong stakeholder management and cross-functional collaboration skills.
- ✓ High standards of integrity, process compliance and documentation discipline.

Desirable Profile:

- ✓ Candidates with proven experience in managing large-scale Government or infrastructure procurement assignments, including tendering, contract administration, arbitration support and vendor management will be preferred.

***Note: Monthly Payout is negotiable based on experience and qualifications.**



NITCON LIMITED

VACANCY ADVERTISEMENT- 06/2026-27

Terms & Conditions:

1. For applying on the above, a link with "Application Form to Apply" is placed at the website www.nitcon.org/career. Selection will be made as per the prescribed norms and requirements of the job.
2. The applications are invited through email at openings@nitcon.org only. No other means/mode for the receipt of the application will be considered.
3. No TA/DA will be paid to the candidates for attending the interview.
4. Preference will be given to local candidates subject to their selection.
5. For any clarification, please drop a mail at info@nitcon.org
6. Only eligible and qualified as the requirement of individual vacancy based on the application submitted along with the required enclosed documents shall be called for the interview.
7. NITCON Limited and Client are fully authorized to accept or not to consider any application without assigning any reason.
8. The candidate has no right to ask for any clarification/reason for rejection of the application.
9. The eligible candidates will be called for an interview and confirmation for their appearances for their interview shall be communicated through their e-mail as mentioned in their Application Form.
10. Mere filling of the Application Form will not confirm your suitability/selection for the post.
11. The duly filled Application Form along with enclosures submitted will be considered for evaluation. Separate/ additional documents submitted shall not be considered for evaluation. So, before filling up the Application Form and submission of documents, please look carefully to ensure correct and complete submission.
12. The candidate has to submit duly filled signed Application Form along with self- attested scanned documents as under:
 - Any Certificate showing proof of Date of Birth
 - Class 10th Marksheet and Certificate
 - Class 12th Marksheet and Certificate
 - Graduation Marksheet & Degree
 - Post-Graduation Marksheet & Degree
 - Diploma Certificate, if any
 - Resume
 - Work Experience Certificates
 - Aadhaar Card
 - PAN

The size of the PDF should not be more **10 MB**.