



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005
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No. NHM-31013/1/2018-HRD-NHM/9637

Date: 15/07/2019

ADVERTISEMENT

Online applications are invited from the candidates willing to work in mission mode for engagement on contractual basis in the following position under NHM, Assam. Candidates have to apply online in the NHM, Assam **website:** <https://nhm.assam.gov.in>

The undersigned reserves the right to reject any or all applications without assigning any reasons thereof. Merely having the requisite qualification & experience will not render the applicant eligible for shortlisting.

1. **Name of the Position:** **Procurement Executive**
2. **Qualification :** Any one of the followings qualifications from any recognised University or Institution (UGC/AICTE);
 1. MBA/PG Diploma/Equivalent Degree in Finance/Material Management.
 2. First division in B.Com. / BA(Economics) with LLB.
 3. First division in B.Com. with CA/ICWA (Intermediate).
3. **Skill & Expertise:**
 - a. Proficiency in MS Office (Word, Excel & Power Point)
 - b. Excellent communication (oral) skill in both Hindi and English.
 - c. Excellent writing skill in English.
4. **Work Experience:**
 - a. Minimum 2 (Two) years of work experience in procurement related activities and out of which minimum 1(One) year in public procurement for Government or UN Agencies.
 - b. Experience in e-Tendering shall be an added advantage.
5. **Remuneration:** **Rs. 31,000/-** (*Negotiable for suitable experienced candidates*)

Online application will be received till **25/07/2019**. Candidates without the above qualification need not apply.

The schedule of interview / selection test for the position will be published in the website <https://nhm.assam.gov.in> in due course of time along with the list of provisionally shortlisted candidates. All applicants are advised to visit the website accordingly. No separate individual call letter for interview/ selection test will be sent. No TA/DA will be paid for attending the interview/ selection test.

Sd/-
Mission Director
National Health Mission, Assam