

Associate(C&M) Position for Retired Executives from PSUs for NML

Required Qualification: Diploma/ Degree in Engineering

Required Experience profile: The candidate Should have worked for more than 5 years in Contracts/ Purchase section in any PSU in executive cadre in any project/station/HQ. The candidate should have superannuated, not above the level of E6. The candidate should have experience in material procurement through SAP/GePNIC/GeM portal.

Job Profile/ specific role and responsibilities of the Associate (C&M) will include (but not limited to):

NTPC has entered in coal mining activities. Presently 4 coal mines are in operation, some mines will be developed shortly. SSC- C&M team is functional from CMHQ, Ranchi to fulfil the requirement of HR items, IT equipment's, Safety items, R&R items, Mining equipment's etc. from all coal mining projects. All the procurements are being processed through GeM/ GePNIC tendering portal. The specific responsibility of the Associate will be to procure the material through GeM/GePnic portal to fulfil the requirement of all coal mining projects. To handle post award activities, regular follow-up with the vendors for timely execution of orders, processing of vendor payment, Evaluation/checking and processing of performance Bank guarantees etc, vendor code creation for new/ GeM vendors etc.

Period of engagement: 12 months, with a provision of extension of term for further period of 06 months on requirement basis.

Upper age limit: 62 years

Last date of application: 25.03.2024

How to Apply: Interested candidates may forward their detailed biodata at recruitmentntpccmhq@gmail.com