

## **DIRECTORATE GENERAL OF SHIPPING, MUMBAI**

### **TERM OF REFERENCE (TOR) FOR HIRING TWO (2) JUNIOR PROCUREMENT CONSULTANT**

#### **Office Introduction:**

The Directorate General of Shipping (DG Shipping), established in September 1949 with headquarters in Mumbai, operates under the Ministry of Ports, Shipping, and Waterways, Government of India. Initially overseen by the Ministry of Commerce, shipping was transferred to the Ministry of Transport and Shipping in 1951 and later to the Ministry of Ports, Shipping, and Waterways (renamed in 2020). DG Shipping is tasked with maritime administration, education, and training, promoting the shipping industry, ensuring safety at sea, preventing marine pollution, and aligning with international maritime standards. Guided by the National Policy on Shipping (1947), it plays a pivotal role in developing the sector and regulating maritime activities to contribute to India's economic growth.

#### **1. Objectives and Scope of the Assignment**

The Key tasks and responsibilities of the Junior Support for procurement procedures are :-

- Frame bid documents for Works, Consulting Services, Non-Consulting Services, and Goods Procurement as per Standard Bid Documents, Model Tender Documents, and applicable procurement regulations.
- Prepare bid documents suitable for procurement platforms like Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP) based on organizational needs.
- Customize bid documents to meet specific departmental requirements while adhering to established procurement standards.
- Ensure bid document's compliance with procurement regulations and guidelines, including the Manual of Procurement, General Financial Rules (GFR), Central Vigilance Commission (CVC) guidelines, and other relevant Government of India Acts and Rules.
- Assist in the inclusion and adoption of new procurement methods such as Reverse Auction and Dynamic Pricing Mechanisms.
- Offer training and support to departmental officials for effective utilization of e-procurement systems.
- Assist in the preparation of procurement plans, ensuring alignment with timelines, budgets, and organizational priorities.
- Provide troubleshooting support during the preparation, submission, and evaluation of tenders.
- Conduct training sessions and workshops to build staff capacity on procurement regulations, tools, and best practices.
- Stay updated with the latest developments in procurement laws, guidelines, and technologies to ensure continuous improvement.

- Perform any other procurement-related duties as assigned by the Directorate General of Shipping.
- Collaborate with senior officials and external consultants to achieve strategic procurement objectives.
- Interface with the e-procurement team for bid process management and expediate public procurement on CPPP/GeM.

## **2. Reporting and Review**

Thee-procurement Consultant will report to the DGS or any other officer assigned for the purpose.

## **3. Qualification and Experience**

This position requires a dynamic, experienced and analytical professional with demonstrated experience in handling similar activities in PSU or Government sector.

### Essential Qualifications and Experience:

- Must have experience in delivering similar nature of works in Central/State Government/PSU.
- At least B.E. / B. Tech or Masters from any UGC and Central Government recognized University with an overall experience of **3-5 years** in the specific thematic area; incase of graduates, at least 7 years of experience is required.
- Experience in offline and online applications using and working with advanced computer tools.

### 2. Desirable Qualifications, Experience and Skill-set:

- Strong analytical skills and the ability to synthesize complex concepts and to communicate them effectively.
- Ability to work effectively in teams as well as independently.
- Good communication and social skills.
- Demonstrated initiative, synthesis, and personal dynamism and self-motivated.
- Good documentation and drafting skills.

## **4. How to apply**

Candidates are requested to apply in the application format provided with this ToR within 21 days of the advertisement. Scanned copy of the application form along with other relevant documents should be mailed to [rgupta-dgs@gov.in](mailto:rgupta-dgs@gov.in) . No hard copies will be accepted.

## **5. Selection Criteria:**

- **Step I:** Applications will be shortlisted based on candidates fulfilling the essential and desirable qualifications.
- **Step II:** A written test will be conducted online (proctored-based). Shortlisted candidates from Step I will receive the test link via email at least three days before the scheduled date of the exam.
- **Step III:** Candidates who pass the written test will qualify for an interview, which will be conducted online. The areas that are to be tested in the interview round :-
  - i. Knowledge of the candidate in preparing bid documents (according to Model tender documents, Manual of Procurement, GFR, etc.), E-procurement portals (GeM, CPPP, etc) and idea about the functioning of the Governmental office procedures etc.
  - ii. Communication Skills including writing skills.
  - iii. Attitude and aptitude towards work at hand.

This may be followed by an additional online test to assess the candidates' familiarity with e-procurement portals.

The written test will be held to test knowledge in the domain of Procurement and will be held online. (Proctored based)

## **6. Period of the Assignment/Services:**

The assignment will be for a period of eleven months and may be extended, if necessary but strictly based on satisfactory performance on the position. The appointment would be preferred to work onsite with limited turnaround time.

## **7. Payment Terms and Leave Eligibility:**

- The remuneration would be as per Government Policy Manual with a monthly CTP of INR 80,000 per month. Initial base remuneration would be negotiated during the interview based on experience and the last pay is drawn.
8. Selected candidates will be eligible for an annual Casual Leave of 8 (Eight) Working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than a total of 10 (= 8+2) working days in a year shall be treated as leave without pay.

Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. Additionally, paid Medical leave of a maximum of 10 days in a year may also be granted subject to the production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without remuneration/ CTP.

- The Consultant will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
- The Consultant will be provided office space with a computer for work, printer, computer/office consumables, and internet access, as determined by the Competent Authority.
- The Consultant will have to arrange his/her own conveyance facility for attending the office whenever necessary. However, for official travel within Mumbai City and for field visits (duly approved by the Competent Authority) Conveyance facility may be provided, whenever available.

## **9. Other Details**

- This is an indicative ToR only. The Competent Authority reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
- The date of the interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.
- No TA, DA or expenses of any kind will be paid for attending the interview.
- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact Ramsajan Gupta, at email Id: **rgupta-dgs@gov.in**

## APPLICATION FORM FOR THE POSITION OF JUNIOR SUPPORT FOR PUBLIC PROCUREMENT

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Gender:**
5. **Marital Status :**
6. **Nationality:**
7. **Permanent Postal Address** (attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Mobile No. (WhatsApp messenger):**
12. **Email ID:**
13. **Passport No. (If available):** .....
14. **Date of Birth**(attach a copy of evidence)(dd/mm/yyyy):
15. **Age (As on 1st January 2023):**Years\_\_month(s)
16. **Current Designation:**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification** (attach copies of certificates):

Paste Recent  
Passport  
Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others(if any)					

**19. Training details relevant to the position applied**(attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

**20. Total Professional Experience:** \_\_\_\_Years \_\_month(s)

**21. Details of Professional Experience** *(Starting from latest \*\*)(attach copies of experience certificates):*

Sl.	Designation	Organization	From (MM/YYYY)	To (MM/YYYY)	Last net salary drawn (per annum)	Summary of Services provided

**22. Write a brief noted a scribing why would like to be associated with us:***(Maximum 250 words)*

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**23. Languages proficiency:(please tick✓)**

Sl.	Language	Read	Write	Speak

**24. Computer proficiency:**

Sl.	Program/Software/Applications	Excellent	Good	Average

**25. Names and Addresses of two persons from whom we may seek reference about you**

Sl.	Name of the person & designation(if any)	Address	Phone no	E-mail id
1.				
2.				

*(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)*

**26. Have you ever been discharged or forced to resign from any position?***(If yes furnish details)*

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the DG Shipping to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by DG Shipping would render dismissal and termination of my candidature/service/contract apart from other penal action as per the law.

Date :  
Place:

Signature of the Candidate

#### **IMPORTANT Notes:**

- Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services.  
***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
- While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).**
- Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**