

HIRING OF CONSULTANTS

Applications are invited against the following contractual positions for Public Procurement Management for Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042 (India). Eligible candidates may submit their CVs in the desired format to the office of the DGS via email to rgupta-dgs@gov.in and nishant.d-dgs@gov.in latest by 16:00 Hrs. on 06.01.2026 (21 days from date of issue) Detailed Advertisement, TOR (Term of Reference) & Application Procedure is available on the DGS website www.dgshipping.gov.in.

Sr. No.	Position	No. of Vacancy	Eligibility Criteria / Qualification	Remuneration
01	Junior Procurement Procurement (Onsite)	03	Bachelor's degree from UGC or Central Government Recognized University An overall experience of minimum 03 years, with experience of handling procurement related activities	Rs. 1,00,000/- monthly CTP

Corrigendum / addendum, if any will be uploaded on the DGS website only.



(Dinesh Hariram Mate)
Dy. Director General of Shipping

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

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DIRECTORATE GENERAL OF SHIPPING, MUMBAI

TERM OF REFERENCE (TOR) FOR HIRING THREE (3) JUNIOR PROCUREMENT CONSULTANTS

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. DG Shipping is tasked with maritime administration, education, and training, promoting shipping industry, ensuring safety at sea, preventing marine pollution, and aligning with international maritime standards. 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), Central Public Procurement Portal (CPPP), etc. 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) 2017, 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 expedite public procurement on CPPP/GeM.

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2. Reporting and Review

The Procurement Consultants shall report to the DG(S) 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 Government or PSU sector.

1. Essential Qualifications and Experience:

- Must have experience in delivering similar nature of works in Central/State Government/PSU.
- At least a Bachelor's degree from any UGC and Central Government recognized University with an overall experience of **minimum 3 years in handling procurement related activities in Government or PSU sector.**
- Experience of using offline and online applications 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-motivation.
- 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 & nishant.d-dgs@gov.in. No hard copies shall be accepted.

5. Selection Criteria:

Applications will be shortlisted based on candidates fulfilling the essential and desirable qualifications.

As per the number and type of applications received, a written test may be conducted.

An interview may also be conducted online.

Areas to be tested in the interview:

- 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.

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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.

6. Period of the Assignment/Services:

The assignment will be for a period of eleven (11) months and may be extended, if necessary but strictly based on satisfactory performance on the position.

7. Payment Terms and Leave Eligibility:

- The remuneration would be as per Government Policy Manual with a monthly CTP of ₹1,00,000 (Rupees One Lakh) per month. Initial base remuneration would be negotiated during the interview based on experience and the last pay is drawn.
- 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 valid medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without remuneration/ CTP.
- The candidate would work on site at the Directorate. 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.

8. 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 Shri Ramsajan Gupta, Administrative Officer-II at email id: rgupta-dgs@gov.in & nishant.d-dgs@gov.in.

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APPLICATION FORM FOR THE POSITION OF JUNIOR SUPPORT FOR PUBLIC PROCUREMENT

1.



Paste Recent Passport Photo

2. **Full Name of the candidate (In Block Letters):**
3. **Father's/Husband's Name:**
4. **Mother's Name:**
5. **Gender:**
6. **Marital Status:**
7. **Nationality:**
8. **Permanent Postal Address** (attach a copy of evidence):
9. **Police Station:**
10. **Current Address:**
11. **Mobile No.:**
12. **Mobile No. (Whatsapp messenger):**
13. **Email ID:**
14. **Passport No. (if available):**
15. **Date of Birth** (attach a copy of evidence) (dd/mm/yyyy):
16. **Age (As on 1st January 2026):** Years ... Month(s)
17. **Current Designation:**
18. **Current Employer's Full address with contact email and phone number:**
19. **Educational Qualification** (attach copies of certificates):

Sr. No.	Examination	Subject	Year of passing	Name of College	Name of Board / University	Class / Percentage of marks obtained
1.	Graduation					
2.	Post Graduation					
3.	Others (if any)					

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

Sr. No.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			

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3.			

21. Total Professional Experience: Years Month(s)

22. Details of Professional Experience (Starting from latest **) (attach copies of experience certificate):

Sr. No.	Designation	Organization	From (MM/YYYY)	To (MM/YYYY)	Last net salary drawn (per annum)	Summary of Services provided

23. Languages proficiency (please tick\):

Sr. No.	Language	Read	Write	Speak

24. Computer proficiency

Sr. No.	Program / Software / Applications	Excellent	Good	Average

25. Declaration:

I certify that the information I have written on the application form and the documents I have submitted to be true and accurate.

(Signature of the Applicant)

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