

**Assam Electronics Development Corporation Ltd.
(AMTRON) Industrial Estate, Bamunimaidan,
Guwahati-781021
www.amtron.in**

No : AEDC/HRD /ADV./661

Date: 28-03-2025

Recruitment Notice

Assam Electronics Development Corporation Limited (AMTRON) invites applications from eligible candidates for engagement of one **Bid Management Specialist** and one **Bid Management Executive**.

The employment is purely contractual in nature, initially for a period of Eleven (11) months and may be extended as per performance. Interested and eligible candidates may apply only online for the same, through the official website of the Corporation (www.amtron.in) from **29-03-2025 to 12-04-2025**.

The detailed TOR (Term of Reference) of engagement and no. of post are as given below:

Sl.No	Name of the Post	No of Post	Qualification	Minimum Experience	Salary
1	Bid Management Specialist	1 No	B.E / B. Tech / M.E / M.Tech in IT / Computer Science/ Electronics / Telecommunication OR MCA	A minimum 5-7 years of overall experience in Bid management or Project Management.	Rs 45,000/- to Rs. 54,000/-
2	Bid Management Executive	1 No	B.E / B.Tech / M.E / M.Tech in IT / Computer Science/ Electronics / Telecommunication OR MCA	A minimum 2-4 years of overall experience in Bid management or Project Management	Rs. 30,000/- to Rs. 39,000/-

Essential Criteria :

Bid Management Specialist:-

A candidate with good verbal and written communication and having experience in working within the urban domain is required. The Candidate should understand DPR, Bidding, Bid Management, Proposals, Bid Evaluation, Proposal Management, Tender Analysis, Tender Estimation processes.

Preference shall be given to candidates having experience in world bank funded projects and preparing rate analysis and BoQ as per CPWD/APWD Schedule of Rates.

Technical Proficiency:

- Tendering processes
- Technical Proposal, Bidding
- Strategic Business Planning
- Proficiency in word, excel and power point, adobe professional is must. Preferred knowledge in formatting skills
- Project Planning & Execution
- Project Coordination
- Integrated Project Delivery
- Working over Gem portal and other Govt. procurement portals (preferably Assam e-procurement portal).

Role & responsibilities:

- Preparing and Reviewing RFPs, DPRs, bid documents etc.
- Preparation of Expression of Interest (EOI) documents and their submission.
- Preparation of proposals as per eligibility criteria.
- Coordinate project management activities, resources, information and project cycle including procurement, contract administration, and progress management.
- Liaisoning to identify and define requirements, scope and objectives.
- Preparation of project manuals, technical & financial proposals etc.
- Help prepare budgets and portfolio.
- Analyze risks, opportunities and preparation of project report as per management.
- Monitor project progress and handle any issues that may arise.

Bid Management Executive :

A candidate with good verbal and written communication and having experience in working within the urban domain is required. The Candidate should understand DPR, Bidding, Bid Management, Proposals, Bid Evaluation, Proposal Management, Tender Analysis, Tender Estimation processes.

Preference shall be given to candidates having experience in world bank funded projects and preparing rate analysis and BoQ as per CPWD/APWD Schedule of Rates.

Technical Proficiency:

- Tendering processes
- Technical Proposal, Bidding
- Strategic Business Planning
- Proficiency in word, excel and power point, adobe professional is must. Preferred knowledge in formatting skills
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- Analyze risks, opportunities and preparation of project report as per management.
- Monitor project progress and handle any issues that may arise

A. How to Apply:

Intending candidates fulfilling the above criteria may apply online through the official website of AMTRON **from 29-03-2025 till 12-04-2025 (05.00 PM)**. On submission of the online application, the candidate will receive an acknowledgment which should be retained for use in future. Applications received through any other mode would not be accepted

Supporting Documents to be uploaded:

The applicant must upload the following documents while submitting his/her online application in JPG/JPEG format only to support the eligibility criteria mentioned above:

- Age Proof: 10th standard Admit Card/ certificate for examination or birth certificate.
- Latest passport size photograph
- Scanned copy of his/her signature
- Photo Identity Card: PAN card/Driving License/Passport/Voters ID card/Aadhaar Card or any other ID card issued by a Govt. Agency.
- Address Proof : Any one of voter id, aadhaar card, electricity bill, ration card, passport, driving license
- Educational Qualification certificates from Xth standard onward

The size for photograph and signature should be less than 100 KB and for all other documents the size should not exceed 500KB.

Important Dates:

- Opening Date for submission online application: 29-03-2025
- Last Date for submission online application: 12-04-2025 (05.00 PM)

B. Selection Procedure:

Online applications will be shortlisted on the basis of the eligibility criteria and educational qualification. List of shortlisted candidates will be uploaded in the website www.amtron.in. The shortlisted candidates will be called for viva-voce through downloadable call letters. Selection Committee(s) will be constituted for viva-voce. Selection of the candidates will be done on the basis of their performance in test/viva-voce, educational qualification and work experience. No TA/DA will be entertained for appearing in the test/viva-voce.

C. Grievance-Related Inquiries: Candidates having any questions, grievances, or need clarifications, please email us at: recruitment@amtron.in

Sd/

Managing Director,
Assam Electronics Development Corporation Ltd.