

## TERMS & CONDITONS & JOB DESCRIPTION

1. Only Shortlisted candidates would be called for interviews
2. NO TA/DA would be paid for the attending the interview
3. The candidate will work under the direct control of the client and will report as per their reporting structures.
4. This is a fixed term PMU for a Maximum Period of Three to Four Months.
5. Candidates selected under this PMU will be will have a fixed term of three to four months only .
6. The job is purely temporary and subject to acceptance by the client
7. Taxes would be deducted as per prevailing laws
8. If the Client terminates the PMU contract of MPCON, the same would apply to all employees selected under this PMU and their services would also stand terminated accordingly.
9. Applications along with Testimonials will be considered only on E-mail at [recruitment@mpconsultancy.org](mailto:recruitment@mpconsultancy.org). No other mode of application will be considered
10. Applications received after due date will not be considered.
11. The last date of receipt of applications would be 6/3/2026
12. MPCON reserves the right to cancel the current recruitment at any point of time if any situation arises .

### **Job Description (Tender Specialist)**

1. The candidate is expected to know the process of Tendering, evaluation and documentation of Govt. Tenders.
2. He she should be familiar with tendering process in Govt. Organizations
3. He /she should be familiar with GeM Portal & other Govt. portals
4. He / She should have experience of formulating, evaluating tender / bid documents .
5. The candidate should have good oral and written communication skills in Hindi & English.
6. Past experience of working in similar capacity and organization will be given preference .