

**ONGC Tripura Power Company Limited (OTPC)**  
**Job Description**

<b>Position</b>	<b>Lead - Contract &amp; Material (Purchase &amp; Vendor Management) – One Position at M0 Grade</b>
<b>Place of Posting</b>	Plant Site at Palatana (Tripura)
<b>Qualification</b>	B. Tech. (Mechanical / Electrical) with at least 60% marks from a recognized University / Institution
<b>Experience</b>	Minimum 3 years of relevant post qualification experience in Purchase functions with exposure to SAP / ERP module.
<b>Industry Type</b>	Power Sector
<b>Compensation</b>	Attractive
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Preparation of Tender/Bidding documents based on approved techno-commercial proposal and estimates.</li> <li>• Techno commercial analysis of offers, purchase proposal preparation &amp; award of work on SAP/ORACLE based ERP platform.</li> <li>• Co-ordination for design engineering / submittals, quality assurance &amp; approval from user departments.</li> <li>• Expediting for supply of equipment / material vis-à-vis targeted schedule and plant exigencies.</li> <li>• Inspection co-ordination &amp; QA/QC implementation in tandem with user departments &amp; vendors.</li> <li>• Total inventory management of materials at stores &amp; periodical MIS reporting.</li> <li>• Co-ordination for facilitating internal/external audit &amp; statutory compliances.</li> </ul>
<b>Required Profile</b>	<ul style="list-style-type: none"> <li>• The Candidate should have proven experience in the domain area</li> <li>• Should have sound knowledge of ERP (preferably SAP) and savvy at using MS office packages.</li> <li>• Dynamic and having team playing ability.</li> <li>• Post graduate qualification in purchase and contract management will be preferred.</li> </ul>
<b>Contact Details</b>	<p><b>Company Name:</b> ONGC Tripura Power Company Ltd.</p> <p><b>Website</b> : <a href="http://www.otpcindia.in">www.otpcindia.in</a></p> <p><b>Contact Person</b> : Head – Corp. HR &amp; Admin</p>