

**POLICY INSTRUCTIONS FOR CANDIDATES**

**FOR THE POST OF PROCUREMENT SPECIALIST (MP-II) ON CONTRACT BASIS  
UNDER ECP. TEST TO BE CONDUCTED ON 31<sup>ST</sup> JANUARY, 2026.**

The following instructions, governing the conduct of the examination, are being issued for the information and guidance of the candidates.

2. The recruitment process shall comprise the following:-
- (i) MCQs-based examination; and
  - (ii) Interview.

**MCQS-BASED EXAMINATION**

Type of Test: MCQs  
Total Marks: 100  
Total Time: 100 Minutes

**Syllabus for Recruitment of Procurement Specialist**

**1. Procurement & Supply Chain Management**

- Principles of procurement.
- Procurement cycle and processes.
- Centralized vs decentralized procurement.
- Strategic sourcing and supplier selection.
- Demand forecasting and planning.
- Ethical procurement practices.

**2. Public Procurement Rules & Regulations**

- Public procurement rules.
- Procurement methods (RFQ, RFP, ITB, Single- source, etc.).
- Bid evaluation procedures.
- Transparency, accountability, and compliance.
- Contract award and documentation.

**3. Contract Management**

- Types of contracts (fixed price, framework, service contracts, etc.).
- Contract drafting basics.
- Contract administration and performance monitoring.
- Dispute resolution and claims management.
- Contract termination and penalties.

**4. Vendor & Supplier Management**

- Supplier evaluation and prequalification.
- Vendor performance management.
- Negotiation techniques.
- Supplier relationship management (SRM).
- Risk management in procurement.

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## **5. Inventory & Logistics Management**

- Inventory control techniques (EOQ, JIT, ABC analysis).
- Warehousing and stock management.
- Transportation and logistics basics.
- Lead time and reorder level calculation.
- Loss prevention and stock audits.

## **6. Financial & Cost Management**

- Cost analysis and budgeting.
- Price analysis vs cost analysis.
- Total Cost of Ownership (TCO).
- Payment terms and financial controls.
- Value for Money (VfM) concepts.

## **7. International Procurement & Trade**

- Incoterms.
- Import/export documentation.
- Customs procedures.
- International supplier sourcing.
- Currency and foreign exchange risks.

## **8. E-Procurement & IT Tools**

- E-procurement systems.
- ERP basics (SAP, Oracle, etc.).
- Procurement data analysis.
- Record keeping and reporting.
- MS Excel for procurement (basic formulas, analysis).

## **9. Governance, Ethics & Compliance**

- Conflict of interest.
- Anti-corruption practices.
- Code of conduct.
- Audit requirements.
- Fraud prevention in procurement.

## **10. General Knowledge & Professional Skills**

- Communication and report writing.
- Analytical and problem-solving skills.
- Time management.
- Basic management concepts.
- Current trends in procurement.

### **Passing Criteria:**

3. Five (05) candidates, in order of merit, securing highest marks in MCQs-based examination, shall be shortlisted for interview against the said post.
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