

POLICY INSTRUCTIONS FOR CANDIDATES

FOR THE POST OF PROCUREMENT SPECIALIST (MP-II) ON CONTRACT BASIS
UNDER ECP. TEST TO BE CONDUCTED ON 31ST 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.
