INDIA INTERNATIONAL CENTRE

India International Centre (IIC), New Delhi invites applications for the post of **Purchase Supervisor – 01 Post** (Contractual Appointment)

Start date: 23rd November 2026

The eligibility criteria for submitting applications are as follows:

a)	Essential Qualification	• Graduate from a recognized University. • Any additional qualification in relevant subject will be an advantage.
b)	Age	• 35 – 45 Years.
c)	Professional Experience	• 10 years of experience in Materials management. Preferably worked with reputed hotels or organizations. • Expertise in managing tenders, contracts, AMCs for goods and services. • Knowledge of inventory and stock management. • Proficiency in drafting contracts, work orders, purchase orders and timely delivery of goods. • Delivering day to day requirements of the various Departments. • Well versed in vendor management and negotiation techniques. • Experience in conducting market survey to access best quality of goods/equipment. • Proficiency in using modern IT tools for analyzing the stock requests assessing the qualities and preparing analytical reports.
d)	Responsibilities	• The candidate shall be responsible for maintaining the uninterrupted flow of all stores and services. • He/she shall be responsible to procure goods and services within the desired time schedule economically with the desired quality and service. • Reconciliation and processing vendors invoices.
d)	Remuneration (On CTC Basis)	Commensurate with the qualification and experience.

All applications along with CV/supporting documents and a passport size photograph are to be submitted by hand, email or by post to: Administration Department, India International Centre, 40, Max Mueller Marg, New Delhi – 110003 (E-mail – careers@iicdelhi.in) latest by 30th November 2026.

(Kanwal Wali)
Secretary

Staff Notice Boards
IIC Website