

# Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus

## Job Advertisement

**Position:** GeM/CPP Purchasing & Procurement Executive

**Location:** RGIPT Bengaluru Campus

**Employment Type:** Contractual (Through Third-Party Agency)

**Salary:** ₹40,000 – ₹50,000 per month (Consolidated)

### Job Overview:

RGIPT Bengaluru Campus invites applications for the position of GeM/CPP Purchasing & Procurement Executive to manage procurement activities through Government e-Marketplace (GeM) and Central Public Procurement Portal (CPP), ensuring compliance with government norms and institutional policies.

### Key Responsibilities

- Handle end-to-end procurement processes through GeM and CPP portals
- Preparation of bids, RA (Reverse Auction), and vendor evaluation
- Ensure compliance with GFR rules and institutional procurement policies
- Preparation of technical specifications, bid documents, and comparative statements
- Vendor coordination, follow-ups, and documentation
- Maintain records of procurement, contracts, and purchase orders
- Assist in audit, inspection, and reporting related to procurement activities
- Ensure transparency and timely execution of procurement processes

### Eligibility Criteria

- Bachelor's/Master's degree in Commerce, Management, Engineering, or related field

### Required Skills

- Hands-on experience with GeM and CPP portals
- Strong knowledge of Government procurement rules (GFR)
- Good analytical and documentation skills
- Proficiency in MS Excel, Word, and report preparation
- Attention to detail and compliance orientation

### Experience

- Minimum 2–5 years of relevant experience in procurement through GeM/CPP
- Experience in government/educational institutions preferred

### How to Apply:

Interested candidates may send their **CV along with a cover letter** to the official email ID (incharge-bengalurucampus@rgipt.ac.in) within the stipulated deadline. *Last date for Apply 7, 5 2026, 5 PM.*

### Note:

Only shortlisted candidates will be contacted for the next stage of selection.

*Rajiv Gandhi Institute of Petroleum Technology*  
*22/4/26*

*Last date of Apply is 5 PM, 07-06-2026.*