



आईआईटीआई दृष्टि सीपीएस फाउंडेशन, भारतीय प्रौद्योगिकी संस्थान इन्दौर

खंडवा रोड, सिमरोल, इन्दौर – 453 552, मध्य प्रदेश, भारत

IITI DRISHTI CPS Foundation, Indian Institute of Technology Indore

Khandwa Road, Simrol, Indore - 453 552, Madhya Pradesh, India

CIN: U73100MP2020NPL054322

IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2026/09

Date: 12th March 2026

IITI DRISHTI CPS Foundation is a Technology Translation Research Park (TTRP) hosted at IIT Indore and supported by the Department of Science & Technology (DST), Government of India. The Foundation focuses on Digital Healthcare, Cyber-Physical Systems, system simulation and modelling, translational research, and commercialization of deep-tech innovations. The Foundation works closely with researchers, clinicians, hospitals, healthcare institutions, government bodies, and industry partners to translate technologies from early-stage research to large-scale deployment and commercialization. One of the flagship platforms developed in-house is CharakDT, a rapidly evolving Digital Health and Clinical Decision Support ecosystem. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Position Title: Junior Procurement Executive

Work Location: IIT Indore (Onsite)

The Junior Procurement Executive will assist in procurement activities in compliance with **General Financial Rules (GFR 2017)** and organizational procurement policies. The role involves handling procurement through the **Government e-Marketplace (GeM)** and managing tender processes on the **Central Public Procurement Portal (CPPP)**, along with vendor coordination and procurement documentation.

Key Responsibilities:

- Assist in procurement of goods and services as per **GFR guidelines**.
- Process purchases through **GeM portal (Direct Purchase, L1, and Bidding)**.
- Assist in publishing and managing tenders on **CPPP portal**.
- Prepare procurement documents such as **indent notes, comparative statements, purchase orders, and tender documents**.
- Coordinate with vendors for **quotations, clarifications, and delivery**.
- Maintain procurement records and ensure **compliance with government procurement procedures**.



आईआईटीआई दृष्टि सीपीएस फाउंडेशन, भारतीय प्रौद्योगिकी संस्थान इन्दौर
खंडवा रोड, सिमरोल, इन्दौर – 453 552, मध्य प्रदेश, भारत
IITI DRISHTI CPS Foundation, Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore - 453 552, Madhya Pradesh, India

CIN: U73100MP2020NPL054322

Qualifications & Skills:

- Bachelor's Degree from a recognized university.
- 2+ years of experience
- Basic knowledge of GeM, CPPP, and GFR procurement rules preferred.
- Good communication skills (written and verbal)
- MS Office proficiency
- knowledge & practice in handling Stock Inventory management, Documentation and record management
- Vendor coordination and communication skills.

Compensation: As per industry standards.

Interested candidates may [click here](#) to submit the application.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. In the case of selection, the role will be finalized by the selection panel and the decision will be binding. The position is contractual, full-time in nature and subject to periodic performance reviews.