



TRIBAL COOPERATIVE MARKETING DEVELOPMENT  
FEDERATION OF INDIA LTD.(TRIFED)  
(Ministry of Tribal Affairs, Government of India)  
HEAD OFFICE: NEW DELHI  
(P&A Division)

NCUI Building, 2<sup>nd</sup> Floor  
August Kranti Marg, New Delhi-110 016  
**Tel:011-26968247/26569064 Fax: 26866149 Email: [www.trifed.in](http://www.trifed.in)**

**WALK-IN-INTERVIEW**

TRIFED is a National level apex organization under the Ministry of Tribal Affairs, Govt. of India, striving to promote the economic development of tribal communities through marketing development and sustained up gradation of their skills and products such as tribal handicrafts, value added natural products and minor forest produce. TRIFED intends to hire bright and innovative mind as Procurement Executives who will strengthen the tribal supplier base and supplies for Marketing Development. A Walk-in- Interview will be held from **17.11.2020 to 25.11.2020 between 10.00 A.M. to 5.30 P.M.** in various Regional offices of TRIFED, list of locations and other details are available on the TRIFED website i.e. [trifed.tribal.gov.in](http://trifed.tribal.gov.in).

Interested candidates who fulfill the eligibility condition may appear for walk-in-interview on the date & time mentioned above along with their application/bio-data with photograph, original & attested copies of education mark sheets/certificates etc. No TA/DA will be paid for appearing in the interview.

Dy. General Manager(P&A)

**Terms of Reference(ToR) for hiring of Procurement Executives in TRIFED, Ministry of Tribal Affairs, Govt. of India**

1. **Number of Procurement Executives required:** 02 Procurement Executives for each Regional Office and 04 for Regional Office, Guwahati.
2. **Area of work of Procurement Executives:** For the states under each Regional Office as per list attached.
3. **Age:** 19-30 years (5 years relaxation for SC/ST and 3 years for OBC candidates). Special relaxation in age can be further given in the cases of candidate having worked in TRIFED in the past.
4. **Qualification:** Minimum 12<sup>th</sup> pass with fluency in English and local language. Computer operational knowledge is essential.
5. **Experience:** Minimum one-year experience in retail marketing of products and product sourcing.
6. Preference shall be given for:
  - Qualification/ experience in areas of Merchandising, Retail Marketing, Inventory Management, Tribal Development, Handicraft and Handlooms
  - Proficiency in handling digital office products, retail inventory software & MS Office Excel, Word, Powerpoint etc.
7. **Compensation:** –

S.No.	Category	Rates (Rs.)
(i)	Persons possessing qualification of Intermediate but not graduates	Rs.18924/- p.m.
(ii)	Persons possessing qualification of Graduation & above	Rs.20522/- p.m.

8. **Period of Engagement** – 11 months, further extendable depending upon performance.

**BACKGROUND OF THE ORGANIZATION:**

TRIFED is a National level apex organization under the Ministry of Tribal Affairs, Govt. of India, striving to promote the economic development of tribal communities through marketing development and sustained up gradation of their skills and products such as tribal handicrafts, value added natural products and minor forest produce

Tribal Co-operative Marketing Development Federation of India Ltd. – shortly known as TRIFED is a national level organization under the Ministry of Tribal Affairs, Govt. of India, primarily engaged in the development and marketing of tribal handicrafts and natural products.

The main mandate of TRIFED is capability enhancement of tribal's, promotion of tribal products and creation of marketing opportunities for the tribal's with a view to ensuring them remunerative prices for their products and augmenting their income on a sustainable basis.

Towards attainment of this mandate, TRIFED is poised for expansion of retail operations

for marketing of unique and ethnic tribal handicrafts and natural products in high end markets through a chain of retail outlets called “TRIBES India showrooms” across the country besides international marketing thereof and skill up gradation & capacity building of tribal artisans and gatherers of Minor Forest Produce. TRIFED has also been entrusted by the Govt. of India to implement its proposed Minimum Support Price Scheme for 23 Minor Forest Produce.

TRIFED, with its Headquarter at New Delhi, has a network of 15 Regional Offices and a chain of Retail Outlets (expanding every year). In line with the objective TRIFED has planned to scale up Marketing of Tribal Products through increase of its Retail Outlets ‘Tribes India’ throughout India and other retail marketing activities.

#### **EXPECTED KEY DELIVERABLES FOR PROCUREMENT EXECUTIVES:**

- To work with the team of TRIFED in various states and districts in tribal areas for ensuring replenishment of products of the Region from the empaneled suppliers for PAN India supply for all Regional Offices of TRIFED and e-market place;
- Coordinate production and supply from the empaneled suppliers ensuring strict control on quality of raw material used and finished products and timelines of order delivery and final dispatch of ordered quantity of products to TRIFED Regional Offices;
- Facilitating the TRIFED activity for development of tribal artisan SHGs/Clusters, empanelment/onboarding as per guidelines and strengthening the product and supply line;
- Identify and prepare detail database of all tribal handicraft, handloom, natural products suppliers of the region for linkage with TRIFED;
- Support the TRIFED activities on Livelihood promotion, Value addition, Design development, Marketing and Credit Linkages;
- They shall be expected to be in the field for minimum 15 days in a month for above said works;
- For Delhi Region the Procurement Executive shall be expected to facilitate the replenishment of the stock for regional office Delhi and E-Marketplace, Retail inventory software operation, Warehousing and Logistics and Dispatches;
- Shall deliver against time bound measurable targets for ensuring regular replenishment and distribution of supplies to all Regional Offices;
- Any other work assigned time to time.

### Process of Selection of Procurement Executives:

A Roster will be developed for hiring from the applicants as per the Terms of Reference specified in the advertisement. The candidates shall be hired on the “**Walk-in-Interview**” basis and selected by appearing personally in the respective specified Offices. The selected candidates who don't accept the offer shall be also on record for future opportunities as per due processes.

### Deployment of Procurement Executive Region wise

S.No.	Name of the State	TRIFED's Regional Office	Location	No. of Procurement Executive to be deployed
1.	Gujarat	Ahmedabad	Ahmedabad	02
2.	Madhya Pradesh	Bhopal	Bhopal	02
3.	Odisha	Bhubaneshwar	Bhubaneshwar	02
4.	West Bengal and Andaman & Nicobar Island	Kolkata	Kolkata	02
5.	Karnataka, Goa	Bangalore	Bangalore	01
6.	Tamil Nadu, Kerala	Chennai	Chennai Cochin	01
7.	Chandigarh (UT), Himachal Pradesh, J&K, Ladakh	Chandigarh	Chandigarh Shimla	02
8.	Uttarakhand, Uttar Pradesh	Dehradun	Dehradun Lucknow	02
9.	North-East Region (Assam, Arunachal Pradesh, Manipur, Tripura, Meghalaya, Nalgaland, Sikkim)	Guwahati Gangtok	Guwahati Gangtok	04 (one each for Two States)
10.	Andhra Pradesh & Telangana	Hyderabad	Hyderabad	02
11.	Jharkhand, Bihar	Ranchi	Ranchi Patna	02
12.	Chhattisgarh	Raipur	Raipur	02
13.	Rajasthan	Jaipur	Jaipur	02
14.	Maharashtra	Mumbai	Mumbai, Pune	02
15.	HO/Delhi/NCR	Delhi	Delhi	02
		<b>Total</b>		<b>30</b>

## TRIFED REGIONAL OFFICES

1. Shri Virendra Singh,  
Regional Manager  
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2. Shri A. D. Mishra  
Regional Manager  
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Behind Hotel Shiva, [A.S.E.B. Road, Ulubari,](#)  
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3. Shri V.Ramanathan,  
Regional Manager  
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4. Shri S.K. Raju,  
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5. Shri Jagannath Singh Shekhawat,  
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6. Shri A. A. Ansari, Regional Manager  
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8. Shri Jagannath Singh  
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9. Shri S.B. Chalwadi  
Regional Manager  
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10. Shri A.K. Mishra,  
Regional Manager,  
TRIFED  
  
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12. Shri A. D. Mishra  
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13. Shri A.A. Ansari,  
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14. Shri K.K. Kaul/Sh.Srinivas  
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15. Shri A.K.Mishra,  
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