

***Those who have already applied for this post vide our advertisement dated 07/09/2023 need not apply again.***

**Administrative Officer (Purchase)**

**Salary:** Level 10 in the pay matrix (Rs. 56,100- Rs. 1,77,500) VII CPC

**No. of Post:** One (Reserved for OBC)

**Age Limit:** 40 years (45 years for Central & State Govt. Autonomous Bodies, University Employees)

**Qualification & Experience:** Master's degree with 55% marks with five years' experience in personnel/ Purchase & Stores/Finance & accounts of Govt/University/Autonomous Body.

**Desirable:**

1. Candidates having 5 years' experience in the Pay Level 7 and above.
2. Degree in Law

**Job Description:**

1. Proficiency in use of personal computers and applications.
2. Knowledge of GFR Rules for Procurement of Goods & Services, Procurement of works, consultancy and other Services etc. Knowledge of Import-Export Rules, Labour laws related Acts like ESIC, PF, Gratuity, Bonus etc. The knowledge of GeM, E-Procurement, E Publishing and stores related activities such as Asset Register and reconciliation etc. is must.