



August 14, 2017

**Position:** Store and Purchase Officer  
**Job Code:** 07

**Number of Post(s):** One

**Educational Qualifications:**

Graduate degree (Full-time, First class) in any discipline with PG degree / Diploma in Materials Management from a reputed UGC/AICTE recognized institution, with a very good academic record throughout.

**Experience:**

- Post-qualification experience of at least 5 (five) years of relevant work in supervisory and executive functions in Stores and Purchase of a reputed Management Education Institute / University of national / international repute or Central Government/Central public sector/Central Government autonomous organizations.
- Knowledge of GFR 2017 and other Central Government rules for procurement and experience of handling purchases in accordance therewith. In-depth knowledge of tendering process including e-tendering/e-Procurement.

**Desirable Qualifications / Experience:**

Work experience in higher educational institutions of high repute such as IIMs, IITs etc.

**Upper age limit:** 30 years on closing date of applications

**Pay Scale:** Pay Band 2: Rs.9300-34800; GP: 4200

**Probation:** As per GoI Rules

**Roles and Responsibilities:**

- Handling end to end Procurement process such as Purchase, Stores, Issues, Asset Management
- Assisting the management in General Administration
- Executing and Monitoring of all regular purchases
- Maintaining Inventory and quality controls
- Maintaining Stores
- Empaneling vendors
- Evaluating vendors and their rating
- Preparing and processing requisitions and purchase orders for supplies and equipment
- Reviewing purchase order claims and contracts in conformity with Institute's policy
- Coordinating with all user departments and suppliers
- Coordinating with user departments for preparation of tender documents
- Continuous updating of user requirements and ensuring competitive price advantage
- Analyzing market and delivery systems in order to assess present and future material availability
- Controlling of stock and maintaining all stock ledgers / registers

- Purchasing of all items such as stationery, printing, capital equipment, computers, consumables etc.
- Managing tender/quotation process end-to-end
- Preparing estimates of stores/purchase requirements and their budget
- Maintaining vendor database and regular updates
- Assisting the management in preparation and coordination for contracts/agreements and Annual Rate contracts
- Any other work assigned from time to time

#### **Key Skills/Abilities/Knowledge required:**

- Negotiating skills for best pricing deals
- Excellent interpersonal skills with a solution-oriented mind-set.
- Maturity and integrity
- Thorough knowledge of GFR 2017, FR&SR and relevant Central Government rules & procedures.
- Should be self-motivated and be able to work independently, with timely follow up and customer service orientation.
- Have strong commitment to service and willingness to work in a demanding work environment
- Proficiency in MS Office, e-mail, other procurement related software etc.
- Good communication skills in English – oral and written. Knowledge of Telugu will be an added advantage
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Ability to prioritize work and effectively manage the same.
- Be open and flexible to work beyond normal working hours as per the requirements
- Be capable of handling the queries independently and efficiently
- Be open minded, sincere, honest, accountable, and be a team player with positive attitude.

#### **Terms & Conditions of Appointment**

1. Place of work: Visakhapatnam, Andhra Pradesh, India
2. In addition to basic pay, the incumbent will also be eligible for allowances as admissible to Central Government Employees stationed at Visakhapatnam and as adopted by the Institute.
3. Higher start in the scale may be considered for exceptional and deserving candidates.
4. The terms and conditions of appointment shall be as per the relevant GoI Rules for the respective positions.

#### **Important Points and Dates to remember**

1. Interested and eligible candidates are invited to apply using the prescribed online application format only, available on the ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)) page. All information furnished MUST be based on supporting documentation. Incomplete/incorrect applications are liable to be rejected.
2. However, at this stage of application, copies of certificates NEED NOT be attached/submitted. Such proof would be sought ONLY from short-listed applicants.
3. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably, as part of the CV.
4. All online applications (along with CV) should be received on or before **September 8, 2017**. No hardcopy application would be considered. It is reiterated that no copies of certificates need be enclosed at this stage.

5. In case of any difficulty in filling/submitting the online application, please contact [staffrecruit@iimv.ac.in](mailto:staffrecruit@iimv.ac.in) by giving your name and contact details and clearly describing the specific issue.
6. Selected candidate is expected to join latest by **November 30, 2017.**

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