

Department Name: Purchase Department

Particulars	Details
Designation Required	Executive – Purchase
Qualifications & Experience	Bachelor's degree in Engineering, Business Administration, or a related field. Postgraduate degree/diploma in Materials Management, Procurement, or MBA is preferred. Certification in Procurement/Supply is desirable. 3–5 years of experience in procurement, preferably in Engineering, IT, Facilities, or related domains.
Role Responsibilities	<ul style="list-style-type: none"> • Manage procurement activities for equipment, materials, services, and other institutional requirements. • Source, compare, and evaluate vendors and procurement proposals. • Support tendering processes, vendor evaluations, and vendor selection activities. • Coordinate with vendors and internal stakeholders for technical evaluations and procurement requirements. • Prepare purchase orders, contracts, and procurement-related documentation in accordance with institutional policies. • Coordinate with vendors and internal teams for delivery, inspection, installation, and commissioning activities, wherever applicable. • Ensure timely procurement and availability of goods and services. • Develop and maintain vendor relationships and support vendor performance reviews. • Maintain procurement records, contracts, approvals, and vendor databases. • Support compliance with procurement guidelines, statutory requirements, and audit processes. • Coordinate with finance and user departments to support budget-aligned procurement activities and cost optimization initiatives.
Scale of Pay	As per RUAS norms
Email your CV and other relevant documents	resumes@msruas.ac.in