

<b>Job Title</b>	<b>Purchase Executive / Junior Executive</b>
<b>Faculty/ Dept</b>	Purchase Department
<b>About the role</b>	<p>The Technical Assistant in the Office of the Controller of Examinations is responsible for providing technical and operational support for examination-related processes, including handling answer scripts, coordination with faculty and examination staff, managing valuation and revaluation workflows, maintaining examination records, and supporting examination portals and servers</p>
<b>Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Processing procurement requisitions from academic, administrative, and research departments.</li> <li>• Assist in procurement through approved modes such as tenders, and sealed quotation processes, e-auctioning etc.</li> <li>• Compile and review technical and financial bids and prepare comparative statements for committee's review.</li> <li>• Coordinate with ERP team, End user, Technical Committees, Purchase Committees, and Finance sections for evaluations, approvals, and finalization.</li> <li>• Issuance of purchase orders/work orders after obtaining competent authority approvals.</li> <li>• Ensure adherence to University Purchase Policies.</li> <li>• Maintain complete procurement files including approvals, quotations, Comparative statements, and minutes of meetings.</li> <li>• Coordinate with vendors for delivery, installation, commissioning, warranty, and AMC &amp; CMC.</li> <li>• Assist in verification of delivery challans, installation reports, and invoices prior to payment processing.</li> <li>• Processing research related requests (research grant &amp; seed money grant)</li> <li>• Support procurement for sponsored research and grant-funded projects as per guidelines.</li> <li>• Documentation verification (Invoice, IDN).</li> <li>• Maintain procurement records, Invoices, registers, trackers, and MIS reports for audit and management review.</li> <li>• Support implementation and usage of ERP in purchase module systems.</li> <li>• In absence of store in charge, shall take the additional responsibilities.</li> <li>• Vendor payment processing and follow up for Deliveries.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in Annual Budgeting exercise, and quarterly procurement plan</li> <li>• Assist &amp; be responsible for condemnation committee coordination, and condemnation as per the prevailing statutory guidelines</li> <li>• Half yearly vendor rating and analysis</li> <li>• Sourcing New vendor/ OEM introduction</li> <li>• Adherence to the budget vs actual spends.</li> <li>• Emergency procurement if any as per the laid down process</li> </ul>
<b>Qualifications &amp; Experience</b>	UG in any discipline Experience: Minimum of 2+ years
<b>Scale of Pay</b>	As per University norms
<b>Email your CV and other relevant documents.</b>	<a href="mailto:hr@msruas.ac.in">hr@msruas.ac.in</a>