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

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