

Advt- OS-A/08/2022

03.02.2022

**WALK- IN – INTERVIEW FOR**  
**Assistant Purchase Officer**  
**(On Outsourced contract Basis)**

An Outsourced Contractor for Manpower Services, looking for Assistant Purchase Officer to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

**Asst Purchase Officer**

**ESSENTIAL QUALIFICATION & EXPERIENCE** Graduate from a recognized university. Post graduate degree / Masters in any field / Diploma in Material Management from a reputed institution. The candidate should have 2 years of relevant experience. The candidate should be well versed in procurement process consisting of preparing Tender Documents (Both e-Tenders and Manual Tenders), co-ordinating pre-bid meetings, opening of Tenders, preparing initial comparative statements, placement of Purchase Orders, post PO follow-up, Import clearance etc. Candidates well versed with Government procurement procedures will be preferred.

**Age :** Upto 35 years (may be relaxed on experience basis)

**CONSOLIDATED SALARY:** ₹ 25,000/- p.m. and above as per experience

**DURATION:** 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Thursday, 10<sup>th</sup> February, 2022 at 3<sup>rd</sup> floor, Meeting Room II, Khanolkar Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

**Reporting Time:** 10.00 a.m. to 10.30 a.m.

Sd/-  
Supervisor