

Advt- OS-A/17/2022

02.02.2022

WALK- IN – INTERVIEW FOR
Assistant Purchase Officer (Post 1)
Storekeeper (Post 1)
(On Outsourced contract Basis)

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

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 **Wednesday, 9th March, 2022 at 3rd 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