

## **Administrative Officer**

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**Salary:** Level 10 in the pay matrix (Rs. 56,100- Rs. 1,77,500) VII CPC

**No. of Post:** One (Reserved for OBC)

**Age Limit:** 40 years (Relaxation as per Govt. Of India norms)

**Qualification & Experience:** Master's degree with 55% marks with five years' experience in personnel/ Purchase & Stores/Finance & accounts of Govt/University/Autonomous Body. (Candidates having 5 years' experience in the Pay Level 7 and above can apply.)

**Desirable:** Degree in Law.

**Job Description:**

1. Proficiency in use of personal computers and applications.
2. Knowledge of GFR Rules for Procurement of Goods & Services, Procurement of works, Consultancy and Other Services etc. Knowledge of Import-Export Rules, Labour laws related Acts like ESIC, PF, Gratuity, Bonus etc. The knowledge of GeM, E-Procurement, E-Publishing and stores related activities such as Asset Register and reconciliation etc. is must.

**Last date of application:** November 30, 2021