

No. KUDSIT/320/AR AD/2021

Technocity Dated: 04.09.2023

NOTIFICATION

The Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian Citizens for appointment to the following position on a contract basis. The qualified candidates can submit their applications online through the Recruitment Portal. All guidelines related to submission of applications are available in the recruitment portal.

DETAILS OF POST, QUALIFICATION, AND EXPERIENCE REQUIREMENTS

Job Code	: PO/092023/320
Name of Post	: Purchase/Stores Officer
No. of Vacancies	: 01 no.
Remuneration	: Rs. 60,000 - 80,000 /-(Consolidated) based on experience
Age	: Should not exceed 50 Years as on the last date for submission of application
Essential Educational Qualification	Graduation from a recognized University/Educational Institution.
Desirable	Post Graduate Diploma Course in Materials Management or Degree in Law.
Essential Experience	<ul style="list-style-type: none"> • Minimum 5 years experience as Purchase Officer/Store Officer in a Government/Quasi-Government Institutions/ Universities/PSU/R&D Centres. • Experience in e-procurement/GeM procurement of Technical items is mandatory
	<ul style="list-style-type: none"> • Well Conversant with the State government procurement procedures and familiar with GFR procurement provisions. • Also should have good exposure in procedures like processing procurements of consumable, non-consumable and Asset items by adopting



Job Requirement

committees, single tender, limited tender, Proprietary items, open tenders, Global tenders, Rate contract etc.

- Job involves not only placing purchase orders but also involves responsibilities like receipt of materials and their preservation, maintenance of stock ledgers, Issue of materials, Gate passes, handling Disposals, Maintenance of instruments, equipment's and other related services arranging payments to suppliers etc.
- Person recruited is also expected to handle Imports and should have through knowledge in establishing letter of credits, arranging foreign payments, handling import clearances, and capable of making correspondence with suppliers through emails etc.
- Conversant with usage of Government e-Market (GeM) and CPP Portals.
- Prepare draft Invitation for Bid /Bidding Document/ Requests for Expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of preproposal conference, taking into account applicable policies, procedures, guidelines/ best practice.
- Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practice.
- Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting taking into account applicable policies, procedures, guidelines/ best practice.
- Should have good knowledge in stores management, Asset Management, Stock Verification and preparation of related Reports
- Maintenance of technical stores and keeping of stores accounts
- Proven experience as inventory manager or similar position
- Excellent knowledge of data analysis and



	<p>forecasting methods</p> <ul style="list-style-type: none"> • Working knowledge of inventory management software • Ability to accurately track inventory and create reports • Excellent organizational and planning skills • Outstanding communication and interpersonal abilities
Nature of Appointment	On contract, initially for a period of 1 year.

Age relaxation for submission of application:

5 years for candidates belonging to SC/ ST and 3 years for OBC candidates.

Mode of Selection:

The selection will be based on an test and/or Interview

Venue of Interview

The Test /Interview will be conducted in Thiruvananthapuram district only.

General Instructions

- I. Scanned copy of the documents to prove age, qualifications, experience, etc. should be uploaded along with online application and originals to be produced as and when called for. **Applications without attaching the above documents shall be summarily rejected.** No further chance will be given for submitting the same.
- II. Candidates, who are in the service of the Government of India or any of the State Governments, etc. while applying, should obtain a No Objection Certificate from their Head of Office or Department and keep it with them. If candidates fail to produce the No Objection Certificate as and when called for, his/her candidature will stand canceled.
- III. Candidates should ensure that the particulars furnished by him/her are correct in all respects. **Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage. No deviation from the filled in details will be entertained** In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and /or that he/she furnished any incorrect/false information or has suppressed any material fact, his/her candidature will stand cancelled. If suppression of material facts or furnishing of any incorrect/false information is detected even after appointment, his/her service is liable to be terminated.



- IV. Applications submitted without fulfilling the eligibility and other norms mentioned in this Notification as well as the instructions published in the Recruitment Portal of the University will be summarily rejected.
- V. Canvassing in any form will entail the cancellation of candidature.
- VI. Qualification may be relaxed in the case of exceptionally experienced candidates .

How to Apply:

- i. Applications shall be submitted online latest on 15.09.2023. The application form is available at <https://www.duk.ac.in/careers>.
- ii. The application fee for the posts shall be Rs. 500/- (Fee will be exempted for SC/ST/Differently-abled Candidate). The mode of payment is available in the recruitment portal.
- iii. The applications received after the last date fixed or the incomplete applications or the applications without filling the relevant field will be summarily rejected.
- iv. No interim queries after the submission of the application will be entertained. The candidates will be intimated the schedule of the Test/ Interview through their registered email only.
- v. The candidates are advised to check their registered e-mails regularly after the last date fixed for the submission of the application.
- vi. The University has the right to cancel the advertisement or entire selection process at any stage without assigning reason thereof and the decision of the University shall be final.

Registrar

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

