



JOB DETAIL	
Job Name	Office Executive - I (Purchase) -Reserved for OBC (NCL)
Description	NDDB offers excellent work environment with considerable freedom for innovative activities and also provides great learning opportunities to each employee to work in teams of individuals who are qualified, competent and committed to the organisational objectives. We are looking for competent and committed Office Executive to support officers of Purchase Group.
Job Category	Purchase
Designation	Office Executive -I
Profile Summary	To Support purchase group in handling purchase activities
Key roles and Responsibility	<ul style="list-style-type: none">• Assist in preparation of enquiry/tender documents, bids evaluation, assistance in preparation of purchase committee proposals/ Board proposals, release of Work Orders for Civil Works and Purchase Orders for procurement of dairy and allied equipment, substation and steam generation plant for Dairy Projects and Bio Security Lab Projects.• Assist in preparation of purchase order for supply and installation of equipment with related utilities for Dairy related Plants• Assist in Indent Processing for supply of items/equipments Processing of request for ARC from various Groups & issue of GST Exemption Certificates against purchase of consumables for Research Labs of NDDB• Assistance in finalization of contracts and• Any other tasks assigned by the reporting Officer
Qualification & Experience	Full Time Graduation (Non-Engineering) or 3 years Full Time Diploma in Engineering with minimum 2 years relevant experience.
Location	Anand
Other Essential attributes and skills	<ul style="list-style-type: none">• Team Work, MS Office• Proficiency in Hindi will be an added advantage (however, not essential)
Remarks	The position is reserved for OBC (Non Creamy Layer) candidates. The maximum age limit for the position is 27 years (As 01 February 2022). Place of posting: Anand, Gujarat and the candidate should be willing to work Anywhere In India. Last date of receiving updated online applications is 22 February 22.
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	