

## Administrative Officer

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**Salary:** Pay Level 10 (As per 7<sup>th</sup> CPC Pay Matrix) – TME Rs. 99,969/-\*

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

**Age Limit:** 43 years

**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:** April 22, 2022

**Please Note: Those who have already applied for these posts vide our advertisement dated 11.11.2021 respectively need not require to apply again.**

\* Other benefits as Leave Travel Concession, New Pension Scheme, Medical Facility and Children Education allowance applicable to Central Government Employees from time to time.