

SCHEME OF SERVICE

- Organisation:** Rajiv Gandhi Science Centre
- Post:** Assistant Procurement and Supply Officer
- Salary:** Rs 29215 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 46900 x 1050 – 49000 (RGSC 19)
- Qualifications:**
- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “ Advanced Level “ or an equivalent qualification
- B. acceptable to the Board .
- Candidates should-
- (i) reckon at least two years’ experience in Procurement and Supply duties;
- (ii) be conversant with Procurement and Supply Management including basic principles in procurement, supply and warehouse operations and any other relevant financial and supplies laws/regulations;
- (iii) possess good communication and interpersonal skills; and
- (iv) have initiative and judgment in problem-solving.
- Candidates should produce written evidence of knowledge/experience claimed.
- Duties:**
1. To perform procurement, store keeping and stock control duties in accordance with regulations in force.
 2. To carry out daily test checks and report any discrepancy arising out of loss, shortage, deterioration and surplus.
 3. To assist in the verification that physical quantities tally with quantities in Stores Ledger.
 4. To assist in any assignment related to procurement, supply and warehouse operations.
 5. To ensure that slow moving stocks or obsolete stocks are identified, listed and reported upon.



6. To keep proper records of all receipts and issues of stores and stationery.
7. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
8. To keep and update stores records.
9. To use ICT in the performance of his duties.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Procurement and Supply Officer in the roles ascribed to him.

