

MSME TECHNOLOGY CENTRE, ROHTAK

Date-30/04/2026

ADVERTISEMENT FOR THE POST OF PURCHASE ASSISTANT (ON CONTRACT BASIS)

MSME Technology Centre, Rohtak invites applications for the position of Purchase Assistant on a contract basis through a third-party agency.

Position: Purchase Assistant

Basic Skill Requirements:

- Exposure to purchase activities through the GeM Portal
- Knowledge of local procurement processes as per Government norms
- Ability to assist in documentation and compliance related to procurement procedures

Essential Qualifications:

- Graduate in any discipline (Preference: Mechanical Engineering / Commerce)
- Hands-on experience working on the GeM Portal
- Practical knowledge of local procurement procedures
- Basic computer proficiency (MS Office, email communication, etc.)

Experience:

Minimum 2–3 years of relevant experience in procurement/purchase activities

Candidates with relevant experience will be preferred

Salary:

As per GEM norms (Negotiable depending upon skills and experience)

General Terms:

- The appointment will be purely on a contractual basis through a third-party agency
- No claim for permanent employment shall be entertained
- The selected candidate must comply with all organizational and contractual requirements

Application Process:

Interested candidates may submit their application along with updated CV and supporting documents to mail- info@msmetcrohtak.org within 1 week.

Management reserves the right to accept/reject any application without assigning any reason.