

**Institute of Seismological Research,
Raisan, Gandhinagar 382009
Advertisement No:-ISR/Contract-Job/2023/01**

The institute invites applications from the eligible candidates for the below post on contractual recruitment for 11 month basis.

1. Administrative Officer (one post)
2. Store & Purchase officer (one post)

For details on the posts, eligibility criteria, Job description, how to apply, application form etc. visit our website www.isr.gujarat.gov.in. Late date of submission of application is 13th March 2023 (up to 05:00 p.m. IST). Any modification, addendum, etc. will be posted on the above referred website only.

Director General, ISR

**Institute of Seismological Research,
Raisan, Gandhinagar 382009
Advertisement No:-ISR/Contract-Job/2023/01**

Recruitment on Administrative Officer and Store & Purchase

Details of Recruitment for the post of Administrative Officer (01 post)

The institute invites applications from the eligible candidates for the above post on contractual recruitment for 11 month basis. The position is only for 11 Months and he/she should strictly be vacated after 11 months, there is no possibility for extension.

Fix Salary: - 50,000/- (Fifty Thousand Only) per month

Age limit:- Not exceeding 40 Years as on the last date this advertisement

Eligibility Criteria for filling up the post:-

Essential:-

- I. Bachelor degree of any Universities incorporated by an Act of the Central of State Legislature in India or Other Educational Institute recognized by the Government deemed to be university under Section 3 of the University Grants Commission Act,1956.
- II. A Minimum Five years of the field of administration in Government/Local Bodies/Government undertaking/Board/Corporation/Limited Company/ established under the Companies Act, 2013 on the post which can be considered equivalent to the post not below the rank of the Head Clerk, Class III.
- III. Basic Knowledge of Computer.
- IV. Have adequate knowledge of Gujrati, Hindi and English.

Details of Recruitment for the post of Store & Purchase Officer (01 post)

The institute invites applications from the eligible candidates for the above post of Store & Purchase Officer on contractual recruitment for 11 month basis. The position is only for 11 Months and he/she should strictly be vacated after 11 months, there is no possibility for extension.

Fix Salary: - 50,000/- (Fifty Thousand Only) per month

Age limit: - Not exceeding 40 Years as on the last date of submission of application

Eligibility Criteria for filling up the post:-

Essential:-

- I. Bachelor degree of any Universities incorporated by an Act of the Central of State Legislature in India or Other Educational Institute recognized by the Government deemed to be university under Section 3 of the University Grants Commission Act,1956.
- II. A Minimum Five years of the field of Store & Purchase in Government/Local Bodies/Government undertaking/Board/Corporation/Limited Company/ established under the Companies Act, 2013 on the post which can be considered equivalent to the post not below the rank of the Head Clerk, Class III. May have adequate knowledge through GeM.
- III. Basic Knowledge of Computer.
- IV. Have adequate knowledge of Gujarati, Hindi and English.

Desirable:-

Familiarity with the Govt. of Gujrat's GFR purchase and Procurement procedures, GeM process, purchase through imports, material management, disposal of old obsolete goods processes, etc.

Good commands over written and oral communication skills are desirable.

How to apply:-

Completed applications should be sent to The Director General, Institute of Seismological Research, Department of Science and Technology, Knowledge Corridor, Near PDPU, Raisan, Gandhinagar, Gujarat- 382009, by Registered post/speed post/courier in an envelope superscribed "Application for the post of (Name of the post applied for)". The Institute also reserves the rights to reject and or all the applications without assigning and reasons thereof.

SD/-

**Director General
Institute of Seismological Research**

