# THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

**F.no: LNMIIT/REG./Recruitment-NTS/30/2024-25/36** **Dated: January 28, 2025**

## Recruitment for the Post of Purchase Officer (Regular)

The LNM Institute of Information Technology, Jaipur is inviting applications from eligible, qualified and experienced candidates for the recruitment to the post of the **Purchase Officer (Regular).** The candidates should possess the essential qualification as on closing date i.e., **February 14, 2025,** may apply through online portal link on https://lnmiit.ac.in/careers/nts-positions/

**Pay, Qualification and Experience**

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|---|---|---|
| 1. | **Name of the Institute** | The LNM Institute of Information Technology, Jaipur |
| 2. | **Type of Institute** | Deemed-to-be-University |
| 3. | **Name of the Post** | **Purchase Officer** |
| 4. | **Level (as per 7th CPC)** | 10 |
| 5. | **Type of Appointment** | **Regular** |
| 6. | **Basic per month for regular employment only** | Basic Rs.56100/-, Level 10 as per 7th CPC for Regular position (Annual Performance Bonus 0-20%)<br>(Salary is not a constraint for suitable candidate) |
| 7. | **Educational Qualification and Experience** | **Essential Qualifications:**<br>Master Degree in any discipline or Post Graduate Diploma from reputed Institute or equivalent qualification.<br><br>**Experience**<br>The candidates should have atleast 10 years of relevant work experience in University / Institution of higher learning.<br><br>**Desirable:**<br>1. Thorough knowledge of MS-Word, MS – Excel, MS-Power Point.<br>2. Experience of working on ERP Software.<br>3. Experience of Handling Purchase & Store Management / Inventory Management System |
| 8. | **Age Limit** | Preferably below 50 years. |

*Note-*

1. ***Institute reserves the right to not recruit for any given position without assigning any reason to the applicants.***

28/1/2025

**(Dr. Pawan Kumar Paras)**
**Registrar**