

Job Title: Purchase & Stores Executive

Number of Positions: 1

Responsibility Summary:

MEPZ Special Economic Zone, Department of Commerce, Ministry of Commerce & Industries, Government of India invites applications from enterprising and aspiring candidates for the position of Strategy Consultant to the Office of Development Commissioner, MEPZ SEZ, (www.mepz.gov.in). Government of India set up Madras Export Processing Zone (MEPZ) in the year 1984 as a Multi-Product Zone. It had been converted into a Special Economic Zone in the year 2003. MEPZ SEZ is located at Tambaram in a close proximity of 9 km from Chennai International Airport and about 30 km from the Chennai Sea Port. MEPZ SEZ is headed by the Development Commissioner, who is of the rank of Joint Secretary to the Government of India. MEPZ SEZ has the jurisdiction of Special Economic Zones (SEZs) and 100% Export Oriented Units (EOUs) located in the State of Tamil Nadu, UT of Puducherry (Pondicherry and Karaikal areas) and UT of Andaman & Nicobar islands.

MEPZ Zone has a total area of 262 acres. The Zone became operational with the commencement of exports in 1985-86. There are about 124 Units in MEPZ SEZ operating in Manufacturing and Service Sectors like Apparel, Engineering, Electronics, Chemicals, Aerospace, Pharmaceuticals, Gem & Jewellery, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

The Purchase & Stores Executive at MEPZ plays a crucial role in facilitating smooth project execution and operational efficiency by managing the procurement of materials and consumables, overseeing stores operations, and handling asset management within the specific context of a Special Economic Zone

Mandatory:

Educational qualification:

Bachelor's degree – Any Bachelor's Degree with 3-5 years of experience in procurement, inventory management, and stores handling., preferably within a government or quasi-government organization, or experience working with businesses in an SEZ

Age.

She/he should not be more than 45 years of age on the date of issue of the recruitment notice. For age related relaxations, please refer to the Recruitment Rules.

Requisite Skills

- Strong Knowledge in General Financial Rules (GFR 2017).
- Expertise in inventory control, material management, and supply chain coordination
- Proficiency in tendering, purchase order processing, and vendor evaluation
- Strong understanding of GST, Import-Export (EXIM) policies, and compliance norms
- Excellent skills in MIS reporting, data analysis, and budgeting.
- Experience in vendor management, contract negotiations, and cost optimization.
- Excellent organizational and time-management skills.
- Knowledge of ERP systems is a plus.

The decision of the Selection Committee regarding the acceptability of such qualification as eligible qualification shall be final.

Project Purchasing (MEPZ Context):

- Execute procurement plans for MEPZ projects, adhering to project timelines, budgets, and MEPZ regulations.
- Source and evaluate suppliers, negotiate contracts, and ensure timely delivery of materials, considering the specific requirements of businesses operating within the zone.
- Manage purchase orders, track deliveries, and resolve any discrepancies, ensuring compliance with customs and excise regulations applicable to MEPZ.
- Maintain accurate records of all project-related purchases, adhering to audit requirements.
- Experience with government procurement processes, especially those related to SEZs, is highly desirable.

Consumables Management:

- Forecast and procure consumables required for MEPZ operations and projects.
- Monitor stock levels, implement inventory control measures, and minimize waste.
- Ensure availability of essential consumables while optimizing inventory holding costs.

Stores Management:

- Oversee the receipt, storage, and issuance of materials and equipment within the MEPZ stores.
- Maintain accurate inventory records, conduct regular stock checks, and reconcile discrepancies.
- Ensure proper storage conditions to preserve the quality of materials, adhering to safety regulations.
- Implement and enforce stores procedures and safety regulations.

Asset Management:

- Maintain records of MEPZ assets, including location, condition, and maintenance history.
- Coordinate asset tagging, tracking, and disposal, complying with MEPZ asset management policies.
- Support asset audits and ensure compliance with regulations.

Coordination & Communication (MEPZ Focus):

- Collaborate closely with project teams, suppliers, businesses within MEPZ, and other stakeholders to ensure seamless procurement and logistics.
- Communicate effectively with internal and external parties regarding purchase orders, deliveries, and inventory status, keeping in mind the diverse stakeholders within the zone.
- Provide regular updates on procurement progress and any potential delays.

Compliance (MEPZ Regulations):

- Adhere to all MEPZ Authority policies and procedures related to procurement, stores management, and asset management.
- Ensure compliance with relevant government regulations, including customs, excise, and SEZ rules.

Remuneration and Duration of Engagement:

The Purchase & Stores Executive shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years with approval of competent authority. A gross monthly remuneration of Rs. 50,000/- per month shall be offered to the selected Purchase & Stores Executive based on their past experience, previous pay, etc.

Application process

Candidates have to submit their resumes to email id (ddc2@mepz.gov.in) with following subject line:

Application for the post of <Post Name> by <Candidate Name>

Selection Process

1. Out of the total applications, suitable candidates will be shortlisted for personal interview.
2. Candidate will be selected based on personal interview by Selection Committee.