



GUJARAT ENERGY RESEARCH & MANAGEMENT INSTITUTE

Sub.: GERMI would like to recruit Commercial Officer on **Contractual appointment** basis as per the given details:

No.	Area	Post	Qualification & Experience	Job Profile	Maximum Consolidated Salary(CTC) Amt. Rs.	No. of Post
1	Commercial Department	Commercial Officer (On Contract)	Candidate must be an MBA in any field with minimum 2 year experience in office management/procurement/logistics etc. Candidate must have good command on English for speaking & Writing.	<ul style="list-style-type: none">• Drafting tender documents, MOU's, Agreements, Contracts, etc...• Reviewing the same with entire team• Revising & Finalising the same• Floating on website & inviting vendors/suppliers through emails & calls• Receiving Tenders• Organising tender opening meeting• Analysing tenders• Taking approval from management• Issuing purchase or work orders.• Getting custom clearance of imported materials done with support of CHA• Hiring of services of consultants for all the departments• Assisting Secretary GERMI for conducting Board Meetings,• All Secretarial Department Activities• Support GERMI team as & when some events are organised by GERMI at National or International Level. (Approx. once in a year)	25,000/- to 35,000/-	1

Note:

The eligible applicant may send the complete application which includes the following list of documents (in the order mentioned)

- Curriculum vitae as per Proforma-A (<http://www.germi.org/downloads/Proforma-A-cv.pdf>)
- Photocopy of the educational certificates and relevant documents
- Duly Filled application proforma with all documents should be sent to recruitment@germi.res.in on or before 6:00 PM (IST), 17 June, 2017 addressed to Director General, GERMI.
- No hard copy is to be submitted.
- All original documents should be carried by the selected candidates at the time of interview.
- No allowance will be provided for attending the interview.
- For any other information please contact information@germi.org.