

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

- POST** : **Executive Officer (Procurement, Supply & Tender)**
- REPORTING RELATIONSHIP** : To the General Manager or any other officer designated by the Board
- SALARY** : Rs 23,025 x 400 -23,425 x 525 – 26,050 x 675- 27,400 x 825- 35,650x 900- 37,450 x 950- 42,200 x1300-44,800 per month plus salary compensation at approved rates.
- QUALIFICATIONS & EXPERIENCE** :
- Diploma in Procurement & Supply Management, Logistics, Business Administration, Accounting, Public Administration or related field from a recognised institution along with 3–5 years’ experience in procurement, tendering or supply chain functions.
 - Certificate or training in Procurement, Tendering and Contract Management would be an advantage.
 - Knowledge of procurement legislation, contract law, tendering procedures and supply chain principles.
- DUTIES & RESPONSIBILITY** :
1. To oversee the work of APSO, MSO and other staff in the respective section.
 2. To organize and manage the procurement and supply activities of the Rose Belle Sugar Estate Board;
 3. To be responsible for procurement, supply, storekeeping and stock control duties in accordance with approved rules and regulations;
 4. Appraisal and review exercises related to procurement and supply operations;
 5. To prepare reports on procurement activities, as and when required;
 6. To ensure that slow moving stocks or obsolete stocks are identified, listed and reported upon;
 7. To carry out test checks and report any discrepancy arising out of loss, shortage, deterioration, surplus, etc;
 8. To ensure that store is maintained in a tidy manner;
 9. Ensure timely acquisition of goods, services, and works to meet operational requirements;

10. Monitor and follow up on deliveries to ensure compliance with specifications and timelines.
11. Maintain effective liaison with suppliers, contractors, and service providers.
12. To carry out all duties related to Tender, Expression of Interest and related matters.
13. To act as Secretary of Committee as and when required.
14. Recommend re-order levels to prevent stockouts or overstocking.
15. To prepare reports and papers for Management, Committees and Board for the respective section.
16. Support the Head of Department in implementing strategic objectives.
17. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Executive Officer (**Procurement, Supply and Tender Section**) in the roles ascribed to him/her.

Date: 18 March 2026