



JNCASR

जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर पोस्ट, बेंगलूरु - 560064, कर्नाटक, भारत

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान
सम विश्वविद्यालय संस्था

Jawaharlal Nehru Centre For Advanced Scientific Research

Jakkur P.O., Bengaluru - 560064, Karnataka, INDIA

An autonomous institution under Department of Science and Technology, Govt. of India.
An Institution Deemed-to- be-University



JNC/AO/Advt. No.04/2023

Date: 11.10.2023

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR), an autonomous research institution under the Department of Science and Technology, Government of India and a Deemed to be University, invites applications from (i) retired persons of Central/State Govt./Autonomous Bodies/Universities/PSUs/other Ministries or Departments and (ii) currently serving/relieved from the service of a Multi-National Company/reputed private organizations, for engagement as **Junior Stores & Purchase Officer**, purely on contractual basis, initially for a period of one year, from the date of engagement.

The details like eligibility criteria, terms and conditions are enclosed at **Annexure-1**. The Centre reserves the right to accept or reject in part or all the responses received, without assigning any reasons whatsoever.

The last date for receipt of applications, in the prescribed format is **26.10.2023** (up to 5:00 PM). Applications received after the due date/time or without supporting documents will not be considered.

The applications received would be scrutinized and the shortlisted candidate(s) will be called for interview.

Application as per format enclosed at **Annexure-II** to be sent to the email veena@jncasr.ac.in

Sd/-
(Joydeep Deb)
Administrative Officer

Terms and Conditions

1. Name of the Position and No. of Posts:

Junior Stores & Purchase Officer – 01

2. Eligibility:

2.1 Essential Qualification:

Bachelor's degree in any discipline from a recognized University/Institution.

2.2 Desirable Qualification:

Degree in Materials Management.

2.3 Experience:

The candidate should have worked in Stores and Purchase wing with at least 6 years of experience at the level of a Junior Officer or an equivalent post.

3. Job description/ requirement:

- Well conversant with the Central Government procurement activity and familiar with GFR provisions including scrap disposal.
- To be familiar with Government tendering process including GeM/CPPP/GTE, finalisation of Contracts, Post Contract Management, Management of Stores, Inventory Management, Materials Movement, Imports and Exports, Payment process including foreign payments.
- Correspondence with various authorities like Customs, Banks and other Statutory Agencies, etc.
- **A good acquaintance in working with office automation Software Application and Basic Computer Application.**
- Any other duties and responsibilities assigned from time to time by the Competent Authority.

4. Period of Engagement:

The assignment will be purely on short term contract basis. The initial engagement would be for a period of one year, which may be extended depending upon the requirement and performance review.

The contract would be on full-time basis and the selected candidate would not be permitted to take up any other assignment during the period of contract.

5. Age Limit:

Below 63 years as on the date of release of the advertisement.

6. Remuneration:

(i) Personnel retired from Central/State Government Officers and drawing pension:-

A fixed monthly amount shall be paid as per the Government norms, arrived at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement.

No increment and Dearness Allowance shall be allowed during the term of the contract.

(ii) **Others:** Fixed remuneration of 50,000/- p.m. shall be payable.

7. Selection Procedure:

Candidates meeting the conditions shall be offered positions on the basis of criteria like experience, qualification, etc. A Committee will be set up for the purpose.

8. Working facilities to be provided:

Only the basic facilities/infrastructure will be provided to the candidates. No Transport or Telephone/Internet facility at residence, shall be provided.

9. Other entitlements

9.1 Leave: Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

9.2 TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. The candidates shall be allowed TA/DA on official tour, if any, as per their entitlement prior to retirement/as per the existing norms of JNCASR.

9.3 Accommodation/HRA: No accommodation or HRA will be provided.

9.4 Transport Allowance: As applicable vide GoI norms.

10. Working hours:

The candidates shall have to work as per the working hours of the Centre and required to mark attendance on-line.

11. Accident, Injury, etc., during the period of engagement:

11.1 The Centre shall not be responsible for any loss, accident, damage, injury suffered by the candidates whatsoever arising in or out of the execution of his work, including travel.



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ANNEXURE-II

1. **Post applied for** : **Junior Stores & Purchase Officer**
 2. **Name of the applicant** : _____
 3. **Father's Name** : _____
 4. **Spouse's Name**
(In case, married) : _____
 5. **Date of Birth (DD/MM/YYYY)** : _____ **Age:** _____
 6. **Nationality** : _____
 7. **Gender** : _____
 8. **Category (SC/ST/OBC/Gen./PH)** : _____
 9. **Address for communication** : _____

 10. **Permanent Address** : _____

 11. **E-Mail ID** : _____
 12. **Telephone/Mobile No.** : _____
 13. **Date of joining Government service, if applicable** : _____
- (i) **Date of Retirement and the post and level from which retired, if applicable** : _____
(Please enclosed a copy of the retirement order)
- (ii) **Name of the Ministry/Department/ organization from which retired, if applicable** : _____

Affix recent
passport size
photograph.

14. Last Pay drawn : _____
(Please enclose copy of LPC)

15. Educational Qualification:

Sl. No.	Exams Passed	Board / University	Year	Division	Percentage (%) / Grade	Subject
1.						
2.						
3.						

(Please attach self-attested photocopies of the testimonials)

16. Details of additional Qualification, if any :

17. Total Work Experience: _____ (in years)

Detail of Work Experience:

S. No.	Name of organization with address	Post held	Salary/ Pay Scale	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Nature of duties/Department/ Field of experience (attach experience Certificate)
1.						
2.						

(Please use extra sheets, if required)

18. Any other relevant information which you would like to mention in support of your suitability for the post applied for.

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19. DECLARATION:

- (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature is liable to be cancelled.
- (ii) I have enclosed the required self-attested copies of the certificates.
- (iii) I have enclosed the Curriculum Vitae.

(Signature of the applicant)

Place:
Date: