



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.01/2024

Date:13.02.2024

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 well-qualified candidates for engagement as **Coordinator (Insurance Matters)**, purely on contract basis for a period of one year from the date of engagement which may be reviewed at the end of one year, as per functional requirement.

The details including eligibility criteria, terms and conditions are enclosed at **Annexure-I**. The Centre reserves the right to cancel the advertisement at any stage without assigning any reasons whatsoever.

Application as per enclosed format (**Annexure-II**) to be sent to the email with subject line Coordinator (Insurance Matters) rajeshm@jncasr.ac.in. Applications received after the due date/time or without supporting documents will not be considered.

Last date for receipt of applications :23.02.2024.

Sd/-
(Joydeep Deb)
Administrative Officer

Terms and Conditions**1. Name of the Position and No. of Posts:**

Coordinator (Insurance Matters) – 01

2. Eligibility:**2.1 Essential Qualification:**

Bachelor's degree in any discipline from a recognized University/Institution. Relaxation may be applicable to retired and well experienced individuals.

2.2 Experience:

The candidate should have worked in the Stores and Purchase wing with experience as consultant 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 Insurance related matters in relation to equipment, instruments and materials damaged during fire accidents, floods, and other natural disasters.
- **A good acquaintance in working with office automation Software Application and Basic Computer Application.**
- To be familiar with the disposal/Donation of High value scientific Instruments and equipment as per GFR provisions.
- To be familiar in liaison with auditing authorities and preparation of replies to audit paras related to Stores & Purchase department.
- Introducing and guiding the staff to the Labs/Departments to perform the asset identification and labelling.
- 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 a full-time basis and the selected candidate would not be permitted to take up any other assignment during the period of the contract.

5. Age Limit:

Preferably below 65 years as on the date of release of the advertisement. Relaxation in the age may be given to candidates found suitable for the post.

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 shall be payable as per the GOI norms.

7. Selection Procedure:

Candidates meeting the conditions shall be offered positions based on criteria like experience, qualification, etc. A Committee will be set up for this 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 candidate shall have to work as per the working hours of the Centre and be 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 candidate whatsoever arising in or out of the execution of his work, including travel.



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ANNEXURE-II

Post applied for : **Coordinator (Insurance Matters)**

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

9. Permanent Address : _____

10. E-Mail ID : _____
11. Telephone/Mobile No. : _____
12. Date of joining Government service, if any : _____
- (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.

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

14. Educational Qualification:

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

(Please attach self-attested photocopies of the testimonials)

15. Details of additional qualification, if any : _____

16. Total Work Experience: _____ (in years)

Details of Work Experience:

No.	Name of the 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)

(Please use extra sheets, if required)

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

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18. 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: