



# 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.07/2024

Date: 26.07.2024

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 retired Officers for engagement as (i) **Coordinator (PR)** and (ii) **Coordinator (Security, Legal and Campus Management)**, purely on contractual basis initially for a period of one year from the date of engagement which may be extended based on a review and functional requirement..

The details including 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 10.08.2024 (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** be sent to the email [estab@jncasr.ac.in](mailto:estab@jncasr.ac.in).

Sd/-  
(Joydeep Deb)  
Administrative Officer

**Terms and Conditions**

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

1.1 Coordinator (PR) - 01

1.2 Coordinator (Security, Legal and Campus Management) - 01

**2. Eligibility:**

The candidate should have retired from Autonomous Bodies/other Ministries or Departments.

Experience: Candidates should have at least 15 years of experience in research institutes in relevant areas.

**3. Job Description:**

The candidates are required to provide their service in the areas as placed below:

**3.1 Coordinator (PR)**

- a) PR activities with Government and other agencies
- b) Liaise with State Government and local bodies for land and infrastructure related issues
- c) Coordinate the visits of dignitaries/VVIPs to the Centre
- d) Any other duties assigned from time to time by the Competent Authority.

**3.2 Coordinator (Security, Legal and Campus Management)**

- a. Security & Fire Fighting
- b. Liaise work with GoK/GoI offices/Law enforcement agencies
- c. Event Management, especially of VIP visits
- d. Legal/Vigilance matters
- e. Vehicle/Transport Management
- f. In-Charge Guest Houses/ Hospitality Services
- g. Campus maintenance and cleanliness
- h. Assisting in the entire process of tendering of HR contracts in the legal aspects
- i. Any other duties 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 assignment of candidates would be as detailed below and they would not be permitted to take up any other assignment during the period of contract.

4.1 Coordinator (PR) - on part-time basis i.e., three days a week

4.2 Coordinator (Security, Legal and Campus Management) – on full-time basis i.e., five days a week

**5. Age Limit:**

Not more than 65 years of age on the last date of receipt of application.  
Candidates with exceptional merit will be considered for age relaxation.

**6. Remuneration:**

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.

The remuneration in case of Officers retired from Autonomous Bodies and other Officers who are not entitled to pension, shall be fixed at 50% of last basic pay drawn.

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

**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, stenographic/clerical support, etc..., 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.

**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.

Note: No correspondence will be made with applicants whose candidature has not been considered.

**ANNEXURE-II****Application for Engagement as Coordinator**

Passport size  
photograph

1	Full Name	
2	Father's/Husband's Name	
3	Date of Birth	
4	Age as on the closing date of application	
5	Contact Details	Mobile :
		Email ID:
6	Address for communication	
7	Date of joining Government service	
8	Whether SC/ST/OBC/PwD	
9	Date of Retirement and the post and level from which retired (Please enclosed a copy of the retirement order)	
10	Name of the Ministry/ Department/organization from which retired	
11	Last Pay drawn (Please enclose copy of LPC)	
12	Educational/ Technical Qualifications (Please enclosed a copy of the certificates)	
13	PPO No. (Please enclose a copy)	
14	Brief particulars of experience (A separate sheet may be annexed)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected any time before or after selections, my candidature is liable to be rejected and I shall be bound by the decision of Jawaharlal Nehru Centre for Advanced Scientific Research. I accept the terms and conditions for engagement as Coordinator.

Date:

Signature: .....

Place: