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.12/2026 Date:22.06.2026

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 (Purchase),** 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 by email with subject line Coordinator (Purchase) to **rajani@jncasr.ac.in.** Applications received after the due date/time or without supporting documents will not be considered.

Last date for receipt of applications: 07.07.2026

Sd/-
(Joydeep Deb)
Administrative Officer

ANNEXURE-I

Terms and Conditions

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

Coordinator (Purchase) – 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 buildings of the Centre. Insurance claims of the Centre during floods, fire etc.
- **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.