

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



Date: 11.10.2023

JNC/AO/Advt. No.04/2023

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 <u>26.10.2023</u> (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 <u>veena@jncasr.ac.in</u>

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:

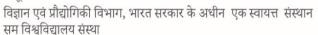
The candidates shall have to work as per the working hours of the Centre and required to mark attendance on-line.

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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Affix recent passport size photograph.

ANNEXURE-II

1.	Post applied for	: <u>Junior Stores & Purchase Officer</u>
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. servi	Date of joining Government ce, if applicable	:
	Date of Retirement and the post and from which retired, if applicable:se enclosed a copy of the retirement order.	
_	Name of the Ministry/Department/ nization from which retired, if cable :	

	14.	Last Pay (Please er		y of LPC)	:				
15. Educational Qualification:									
	Sl. No.	Exams Passed		Board / University		Year	Division	Percentage (%)/ Grade	Subject
1	l.							32444	
2	2.								
3	3.								
	(Plea	se attach se	elf-attest	ed photoc	copies of the t	testimo	 nials)		
	16.			-	fication, if ar				
	10.								
	17.	Total Wo	ork Expe	erience: _	(in year	s)		
	Detai	l of Work	Experie	nce:					
C					C-1/	1	E	Tr.	NI-4 6
S. No.	org	Name of organization with address		t held	•		From nm/yyyy)	To (dd/mm/yyyy)	Field of experience (attach experience
1.									<u>Certificate)</u>
2.									
	(Plea	se use extr	a sheets,	if require	ed)	•			
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								(Signature of	the applicant)

Place: Date: