



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab

F.No. 1(4)/2013-INST

Dated: 19th July, 2019

VACANCY

Institute of Nano Science and Technology, Mohali invites applications from the eligible candidates (working or retired from the central government / central autonomous institute) for the engagement of a Store & Purchase Officer (SPO) purely on contractual basis, initially for a period of one year, which may be extended depending upon the satisfactory performance, as per following details:

(a) **Job Profile:**

He will be incharge of procurements; Planning of procurement activities in consultation with Head of Office and Director; Monitoring and expediting speedy processing of the procurement cases, by adhering to rules; Ensuring timely payment to the vendors; Safe custody of EMDs and PBGs etc.; Conducting physical verification of the assets every year; Any other work as assigned by Head of Office and Director.

(b) **Others:**

Sr. No.	Position	Consolidated remuneration per month	Number of positions	Qualifications & Experience	Age limit as on 09.08.19
1	Store & Purchase Officer	Rs. 40,000/-	01	<u>Essential Qualifications:</u> Graduate in any stream. <u>Experience:</u> (i) Should have 25 years working experience in administration, out of which atleast 10 years in Store & Purchase in any central government / central autonomous body. (ii) Should have worked atleast 10 years as Section Officer or Section Officer & Under Secretary combined.	65 years

GENERAL INSTRUCTIONS

1. Eligible candidates may apply in the prescribed Application Form available on the Institute website.
2. In case of exceptional candidates, the experience criteria may be relaxed by the Institute.
3. Attach self-attested photocopies of your certificates of educational qualification and experience, Birth Certificate, NoC in case of candidates from government departments.
4. The duly filled Application Form along with copy of certificates should reach this office by **9th August, 2019** i.e. the last date for receipt of applications. Applications received after due date shall not be entertained.
5. Candidates may also send a **soft copy of their application in excel format** in the attached **Synopsis** proforma by email at instrectt2015@gmail.com by **31.07.2019**, but the **hard copy** in original will be **MUST**.

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CFAO, INST

Encl:

1. Application Form
2. Synopsis Proforma