



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: 5th November, 2019

WALK-IN-INTERVIEW

Institute of Nano Science and Technology, Mohali invites eligible candidates retired from the central / state government / autonomous institute / universities for Walk-in-Interview on 19.11.2019 from 10:00 am to 12:00 noon for the engagement of a Consultant (Store & Purchase) 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 19.11.19
1	Consultant (Store & Purchase)	Rs. 40,000/-	01	<u>Essential Qualifications:</u> Graduate in any stream. <u>Experience:</u> (i) Should have 20 years working experience in administration/finance/audit out of which atleast 5 years in Store & Purchase in any central/state government / autonomous institutes / universities. (ii) Should have worked atleast 8 years as Supervisor / Section Officer / Section Officer & Under Secretary combined (in the Pay Level-7, equivalent or above)	65 years

GENERAL INSTRUCTIONS

1. The Walk-in-Interview will be held on Tuesday, 19.11.2019 (between 10 am to 12 noon) at INST Mohali. The candidates are required to reach at least 30 minutes before the start of interview.
2. The candidates are required to send scanned copy of the duly filled Application Form and synopsis in .xls (Excel format) available on institute website, along with copy of certificates in support of age, educational qualifications, experience, Last Pay Drawn etc. at the email id **instrectt2015@gmail.com** by 15.11.2019 (5:00 pm).
3. The candidates are required to bring a set of self-attested photocopies of their certificates in support of age, educational qualifications, experience, Last Pay Drawn alongwith all the original documents for verification purposes.
4. In case of exceptional candidates, the experience criteria may be relaxed by the Institute.

Head of Office

Encl:

1. Application Form
2. Synopsis Proforma