

राष्ट्रीय कोशिका विज्ञान केन्द्र, पुणे

National Centre for Cell Science, Pune

(An autonomous institution of the Department of Biotechnology, Government of India)
NCCS Complex, Pune University Campus, Ganeshkhind, Pune – 411 007.

Website : www.nccs.res.in Email: admindept@nccs.res.in Ph: 020 25708000 Fax: 91(020)25692259

Advertisement No. Admin/1/2017

NCCS invites applications from Indian Nationals retired from Govt. Services / National Research Laboratory / Public Sector Undertaking etc. for the following post **purely on temporary basis :-**

Sr. No.	Name of the Position & No. of Post	Upper Age Limit	Qualification & Experience	Terms of Reference	Monthly Consultancy Fees	Tenure
1	Consultant (One Post)	Upto 64 years	Retired Government employees with Grade Pay of Rs. 5400/- and above & at least 7 years experience in the required domain.	The detailed terms of Reference are mentioned as under.	Rs. 20000/- to Rs. 35000/-	6 Months

Terms of Reference :

- Physical verification of Fixed Assets :

To make 'The inventory for fixed assets is being ordinarily maintained in NCCS Stores'.

To update this work on daily basis. To verify the fixed assets at least once in a year and the outcome of the verification to be recorded in the corresponding register.

To verify assets in the presence of the officer, responsible for the custody of the inventory being verified. This is large amount of work and needs a knowledgeable person who is aware of equipments, their brands and locations, etc. To record 'A certificate of verification and the findings' in the register and to make a tally of it with pre-existing records. To find out discrepancies, if any, and to investigate and brought to account.

- To make a physical verification of all the consumable goods and materials to be done at least once in a year and discrepancies, if any, to be recorded in the stock register for appropriate action by the competent authority.
- Discrepancies, including shortages, damages and unserviceable goods, if any, to be identified during verification, and to report immediately to the competent authority for taking appropriate action as per GFR.
- To keep records of transfer of the goods from officer to his successor or another officer.
- Surplus or obsolete or unserviceable items to be classified and with help of a constituted committee to make provision for books with guiding price and reserved price, which will be required while disposing of the surplus goods.
- Notes from Consultant to generate circumvent purchasing quantities in excess of requirement to avoid inventory carrying costs.

- To obtain bids through advertised tender or public auction. To determine with help of S & P Officer and I & M Engineers surplus or obsolete or unserviceable goods that accumulate and results in blockage of space and, also, deterioration in value of goods. To weed out 'Obsolete documents', like receipt books, stamps, and destroy them in an appropriate manner.

Interested candidates may send their applications in the prescribed format* along with all the necessary certificates and DD to "The Director, National Centre for Cell Science, Pune University Campus, Ganeshkhind, Pune – 411 007", on or before 20.01.2017.

*** Download Application Format.**

Notes :

1. Applications received after the due date and / or without the copies of the required certificates will not be considered.
2. A demand draft of Rs. 100/- (excluding SC/ST/PH candidates) towards the cost of application, drawn in favour of Director, National Centre for Cell Science, should be attached with the application form.
3. The Director, NCCS reserves the right to enhance / reduce the number of posts and also to cancel the recruitment process.
4. No interim inquiries will be entertained.
5. The posts advertised shall be need based without any commitment for its filling.
6. Canvassing in any form and / or bringing in any influence will be treated as disqualification for the post.
7. The appointment will be for a period of six months and can be extended further at the discretion of the Director.
8. Superscribe the name of the post applied for, on the envelope.

DIRECTOR

NATIONAL CENTRE FOR CELL SCIENCE, PUNE

APPLICATION FORM

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1	Advertisement No.	Admn-01-2017						
2	Name of the post and Sl. No.:							
3	Name in full (in block letters)							
4	Address for Correspondence							
a)								
b)	Permanent Address							
c)	*E-mail Id :	d) * <u>Phone Numbers</u> Landline No. with STD Code : Mobile No. :						
5	a) Date of Birth <table style="display: inline-table; vertical-align: middle;"><tr><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td style="width: 30px; height: 20px; border: 1px solid black;"></td></tr><tr><td style="text-align: center;">dd</td><td style="text-align: center;">mm</td><td style="text-align: center;">yy</td></tr></table>				dd	mm	yy	b) Present Age: _____ Years _____ Month
dd	mm	yy						
	c) Sex: Male/Female	d) Place of Birth:						
	e) Whether UR/SC/ST/OBC/PH (with % age of disability) :	f) Married / Unmarried :						
	g) Nationality :-							
6.	Father's /Husband's Name :							

7. Educational Qualifications				
Examination passed (SSC onwards)	Year of Passing	School/College /University in Which studied	Class / Percentage obtained	Special subjects taken
S.S.C				
H.S.C				
Graduation				
Post graduation				
Doctorate				
Specialization				

8. The languages you can	Read :
	Speak :
	Write :

*** Mandatory Field**

9. Previous Service Details : (Chronologically starting from the present employer)

Name & Address of the employer	Date of		Post held	Scale of pay / Pay Band	Total Emoluments	Nature of Duties	Reasons for leaving
	Joining	Leaving					

10. Reference – not acceptable from relation – Give full name & addresses of two referees with telephone Nos.

1.	2.
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11. If selected what notice would you require for joining the post:

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12. Are you going to accept minimum of the scale:

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13. Additional information, if any.

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I HEREBY DECLARE THAT THE PARTICULARS FURNISHED IN THIS FORM BY ME ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date:

Place:

Signature of the candidate