



JNCASR

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/No.11/2026

Date: 05.06.2026

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 eligible candidates for a temporary position of **Coordinator (EMR Projects)** on contractual basis, initially 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 regarding eligibility criteria, qualification, remuneration and job description etc., are enclosed at **Annexure – 1**. The Centre reserves the right to cancel the advertisement at any stage without assigning any reasons whatsoever.

Sd/-
(Joydeep Deb)
Administrative Officer

Note:

1. Application as per the prescribed format (**Annexure-II**) may be sent to **aco@jncasr.ac.in** before **19.06.2026** till 5:00 p.m.
2. Applications received after due date/time or without supporting documents will not be considered.
3. Applications received online will be scrutinized, and only shortlisted candidates will be called for an interview.

Name of the Post:

Coordinator (EMR Projects) – On Contract

Minimum Educational Qualification:

PUC or equivalent qualification.

Experience:

The candidate should possess a minimum of 20 years of experience in the Finance/Accounts Department/Section, out of which at least 15 years should be in a Centrally Funded Educational Institution.

Desirable Qualification:

Experience in working with accounting software will be preferred.

Monthly Emoluments:

Consolidated remuneration of up to ₹45,000/- per month. The remuneration shall be commensurate with the candidate's qualifications and experience.

Job Responsibilities:

The selected candidate will be responsible for:

- Creation of projects, budget allocation, and receipt entries in the accounting software based on sanction orders received from various funding agencies.
- Processing advances, reimbursements, local vendor bills, salaries, fellowships, scholarships, and foreign transactions such as Letters of Credit (LC), wire transfers, etc.
- Processing payments through the accounting software and the Public Financial Management System (PFMS).
- Remittance of Income Tax-TDS and GST-TDS on a monthly basis and preparation of quarterly reports.
- Monthly bank reconciliation of all bank accounts related to schemes/projects.
- Scrutiny of approvals submitted by project staff in the accounting software and forwarding them to the Accounts Officer for further approval.
- Correspondence with ANRF regarding payment details initiated through PFMS, including sanction order number, Principal Investigator (PI) name, and PFMS transaction ID for schemes/projects.
- Providing data and information required by Ministries, RTI authorities, and Audit agencies.
- Preparation of Utilization Certificates (UCs) and Statements of Expenditure (SoEs) within prescribed timelines.
- Any other duties assigned by the Accounts Officer from time to time.

Age Limit:

Preferably between 60-65 years as on the last date for submission of applications.

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.

Selection Procedure:

Candidates meeting the conditions shall be offered the position based on criteria like experience, qualification, etc. A Committee will be set up for this purpose.

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.

Other entitlements:

- 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.
- 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.
- 3. Accommodation/HRA:** No accommodation or HRA will be provided.
- 4. Transport Allowance:** As applicable vide GoI norms.

Working hours:

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

Accident, Injury, etc., during the period of engagement:

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.