



# JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.

(Public Sector Undertaking of Govt of Jammu & Kashmir)

Corporate Head Office: Temporary shifted to Satyam Road, Plot No. 58 Friends colony Trikuta Nagar Jammu  
Corporate Office Kashmir: Opposite State Motor Garage Deptt. Baramulla National Highway, Bemina (190018) Srinagar  
Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu)

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## N O T I F I C A T I O N

Subject:- Temporary engagement of 04 retired Govt employees for the short-term contract basis as Head Assistants, Accountants/ Senior Assistant in JKMSCL.

Reference: Minutes of 8<sup>th</sup> Meeting of Finance Committee of JKMSCL held on 29<sup>th</sup> November, 2021

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In lieu of poor response of the earlier notification issued by Jammu and Kashmir Medical Supplies Corporation Ltd vide No: JKMSCL/Adm/2022/4828-30 Dated:18-02-2022 and subsequent extension issued vide No: JKMSCL/Adm/2022/5080-82 Dated: 10-03-2022, applications are once again invited from retired Government employees who have retired from State Government/PSUs having experience in the field of accounts/tendering and purchase sector.

The applications should reach the Corporate Office. Jammu/Kashmir by or before **30-06-2022 up to 4.00 PM**. The said notification is available on the official website of JKMSCL i.e. [jkmsclbusniss.com](http://jkmsclbusniss.com)

### **The terms and conditions are as under:-**

1. Total 04 number of retired Government official need to be engaged in JKMSCL,
2. Place of posting likely to be at Corporate Office, Jammu/Srinagar.
3. **Candidates should not be more than 62 years of age at the time of submission of application.**
4. Such engagement would be for a period of one year.
5. Computer literacy is must.
6. The applicant should be domicile of UT of Jammu & Kashmir and should possess the Domicile Certificate.
7. Should have work experience in accounts /tendering /purchasing & supplies especially GeM & e-tendering/supply chain Management.
8. **The consolidated remuneration @Rs.25, 000/- per month shall be drawn.**
9. Should submit along with the application certificate from the previous employer.

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10. Should submit along with the application Medical Fitness certificate from the concerned authority.
11. Income tax or any other liable to be deducted as per prevailing rules.
12. The contract can be terminated by either of the party with prior notice of 30 days.
13. After scrutiny of applications, a panel will be drawn. The panel will be valid for period of 6 months.
14. The format of application is at Annexure "A".
15. The last date of receipt of application is **30-06-2022 up to 4:00 PM** positively and after due date no application(s) or representation(s) shall be entertained. The application(s) shall be sent by Registered post addressed to the **General Manager(Adm), JKMSCL Corporate Head Office, Plot No:58, Friends Colony, Satyam Road, Trikuta Nagar, Jammu** and the same is to be sent through e-mail to [gmjkkmscl@gmail.com](mailto:gmjkkmscl@gmail.com) The mail received after due date and time shall not be considered.
16. It is obligatory for the applicant(s) to send the application by Registered post as well as through e-mail and should coincide, failing which application(s) is liable for rejection.

Sd/  
Managing Director  
J&K Medical Supplies Corporation Ltd.

No. JKMSCL/Adm/283/2022/150-52

Dated. 21-06-2022

Copy to the:

1. Private Secretary to Principal Secretary to Government, Health & Medical Education Department, Civil Secretariat, Srinagar/Jammu for the information of the worthy, Principal Secretary, HME
2. Financial Advisor/CAO, JKMSCL
3. Joint Director, Information Department, Jammu with the request to please publish the said notification in two leading newspapers to give the notification a wider publicity.
4. Office file.

  
Deputy General Manager (Adm)  
J&K Medical Supplies Corporation Ltd,





**APPLICATION FORMATE FOR THE POST of HEAD ASSISTANT/ ACCOUNTANTS AND SENIOR ASSISTANTS.**

1. Name .
2. Father's Name
3. Present Residential Address
4. Date of birth (DD/MM/YYYY)
5. E-Mail Address with telephone No.
6. Date of entry into government services:
7. Dated of retirement:
8. Education qualification: Matriculation.
9. Brief particulars of service with nature of duties performed

Paste here passport size latest photograph

S.No	Name of the Department	Period (DD/MM/YY)		Post held	Nature of work done
		From	To		
1					
2					
3					

**10. Knowledge of Computer.**

MS Word	
MS Excel	
Power point presentation	
Gem portel	
e-tendering	
Supply Chain Management	

11. Additional information, if any, in support of your suitability for the post.
12. This is to certify that no disciplinary proceeding were pending against me on the date of application and the information given above is true to best of my knowledge and belief.
13. The supporting documents would be made available on demand.
14. Following documents must be attached with the application.

- 1) LPC of last month of service.
- 2) Character certificate issued by Police Station.
- 3) Medical Fitness Certificate issued by concerned authority.
- 4) Domicile Certificate

**Signature of the Applicant**