

F.No.G-19/861/Admin/NOTTO/25
Government of India
Dte. GHS, Ministry of Health and Family Welfare
National Organ & Tissue Transplant Organization
4th & 5th Floor, NIOP Building,
Safdarjung Hospital Complex, New Delhi-110029

**CALL FOR APPLICATIONS FOR
ENGAGEMENT OF STORE OFFICER
(ON CONTRACTUAL BASIS)**

Applications are invited from the candidates upto 56 years of age as on the closing date of receipt of application and having relevant qualification and experience for the post of Store Officer on contractual basis for a period of one year or until the post is permanently filled, whichever is earlier, at a consolidated remuneration of ₹60,000/- per month. Interested candidates may submit their application as per the format by email to dr.anilkumar@nic.in within 15 days of publication of this advertisement.

For detailed notification, application format, eligibility criteria and other details, please visit the National Organ & Tissue Transplant Organization (NOTTO) website www.notto.mohfw.gov.in

Scan to pledge



Director, NOTTO
☎ 1800114770

Donate Organ

Save Lives



F.No.G-19/861/Admin/NOTTO/25
स्वास्थ्य सेवा महा निदेशालय,
स्वास्थ्य और परिवार कल्याण मंत्रालय
राष्ट्रीय अंग एवं ऊतक प्रत्यारोपण संगठन
चौथी और पांचवीं मंज़िल, NIOP भवन,
सफदरजंग अस्पताल परिसर, नई दिल्ली-110029

**स्टोर ऑफिसर की नियुक्ति के लिए आवेदन
(अनुबंध के आधार पर)**

स्टोर ऑफिसर के पद पर अनुबंध के आधार पर नियुक्ति के लिए आवेदन आमंत्रित किए जाते हैं। यह नियुक्ति एक साल की अवधि के लिए या पद के स्थायी रूप से भरे जाने तक (जो भी पहले हो) होगी, और इसके लिए ₹60,000 प्रति माह का एकमुश्त वेतन दिया जाएगा। आवेदन करने वाले उम्मीदवारों की आयु आवेदन प्राप्त होने की अंतिम तिथि को 56 वर्ष से अधिक नहीं होनी चाहिए और उनके पास संबंधित योग्यता और अनुभव होना चाहिए। इच्छुक उम्मीदवार इस विज्ञापन के प्रकाशित होने के 15 दिनों के भीतर dr.anilkumar@nic.in पर ईमेल के ज़रिए निर्धारित प्रारूप में अपना आवेदन भेज सकते हैं।

विस्तृत अधिसूचना, आवेदन प्रारूप, पात्रता मानदंड और अन्य विवरणों के लिए, कृपया नेशनल ऑर्गन एंड टिशू ट्रांसप्लांट ऑर्गनाइज़ेशन (NOTTO) की वेबसाइट www.notto.mohfw.gov.in पर जाएँ।

शपथ लेने के लिए स्कैन करें।



निदेशक, NOTTO
☎ 1800114770
जीवन दान

अंग दान

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Government of India

Dte. GHS, Ministry of Health and Family Welfare

National Organ & Tissue Transplant Organization

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Safdarjung Hospital Complex

New Delhi-110029

Applications are invited from eligible candidates for engagement of one (01) Store Officer on contractual basis initially for a period of one (01) year starting from the date of contract or until the post is permanently filled, whichever is earlier, to support functioning of National Organ & Tissue Transplant Organization (NOTTO), as per the details given below:

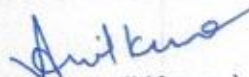
S.No.	Particulars	Details
1.	Name of Post	Store Officer
2.	Number of Posts	01 (one)
3.	Place of Posting	NOTTO office, New Delhi
4.	Remuneration	₹60,000/- per month, with 5% annual increment after completion of one year of service subject to satisfactory performance and approval of competent authority.
5.	Age Limit	Upto 56 years as on the closing date of receipt of application .
6.	Educational Qualification & Experience.	(a) Master Degree in Economic or Commerce or Statistics or Business studies or Public Administration from recognized university or Institution; (b) Post-Graduate Degree or Post Graduate Diploma in Material Management or Warehousing Management or Purchasing or Logistics or Public Procurement from recognised university/institute; AND having Two-years' experience in handling stores and keeping accounts in a store or concern of a Central/State Government organisation or Statutory / PSU/ University/ recognized institutions/ Banks. OR (a) Bachelors' Degree in Economics or Commerce or Statistics or Business Studies or Public Administration from recognized university or institute; (b) Diploma in Material Management or Warehousing Management or Purchasing or Logistics or Public Procurement from a recognized university or institution;

		AND having Four years' experience in handling stores and keeping accounts in a store or concern of Central/State Government organisation or PSU/ Statutory/ Autonomous / University / recognized institution/Banks.
7.	Roles & Responsibilities	Store Officer will be responsible for smooth functioning of the store division of the centre. He will ensure that all the necessary store items are available in the Store. Making in proper inventory in accordance with the Govt. rules and issue of these items whenever called for the requisitioning department. Any other duties assigned by the Director.
8.	Mode of Selection	Shortlisted candidates will be called for a skill test (if required) and interview before a Selection Committee. No TA/DA is admissible.

The eligible candidates may send their application in prescribed format (Annexure I) along with Biodata and self-attested copies of documents of qualification and experience by email to dr.anilkumar@nic.in within 15 days from the date of publication of this advertisement. The shortlisted candidate will be called to appear for a skill test (if required) and interview before the selection committee.

Note:

- The engagement is purely on contractual basis and does not confer any right to a regular appointment.
- NOTTO reserves the right to withdraw or modify the engagement process at any stage.


 (Dr. Anil Kumar)
 Director, NOTTO

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APPLICATION FORMAT

1. Post Applied for:

2. Personal Details

a. Name of Applicant:

b. Father's /Mother's Name:

c. Date of Birth (DD/MM/YYYY):

d. Age (as on closing date):

e. Gender:

f. Nationality:

g. Category (UR/SC/ST/OBC/EWS):

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h. Residential Address:

.....

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..... Pin code:

.....

i. Mobile: Email:

3. Educational/Technical Qualification (Attach self-attested copies of certificates)

S.No	Qualification	University/ Board	Year of passing	Subject/ Specialization	Percentage/ Grade
1.					
2.					
3.					
4.					

4. Work Experience (Start with the most recent; attach experience certificate)

S.No.	Organization /Department	Designation	From	To	Nature of Duties
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Paste a recent
passport size
photograph here

1.					
2.					
3.					
4.					

5. Additional Information (if any)
Information relevant to the post or supporting your candidature:

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6. List of Documents Attached

- ☐ Proof of age (Matriculation certificate)
☐ Educational Qualification certificates
☐ Experience certificates
☐ Identity proof
☐ Category certificate (if applicable)
☐ Any other document (s):

7. Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that any misrepresentation or concealment of facts will make me liable for cancellation of my candidature or termination of engagement, if selected.

Date:
applicant:

Place:

Signature of

Name of the applicant.