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INSTITUTE FOR PLASMA RESEARCH
Near Indira Bridge, Bhat Village,
Dist. Gandhinagar - 382 428, GUJARAT

ADVT. NO. 01/2017

The Institute for Plasma Research is a premier scientific institute under the Department of Atomic Energy, Govt. of India devoted to research and development activities in the areas of basic Plasma Physics, Magnetic Confinement fusion and industrial applications of plasmas. IPR is located in Bhat Village and also has extensions of its Laboratories at GIDC, Sector – 25, Gandhinagar and has a Center at Guwahati.

Applications are invited from highly motivated and result oriented candidates for the posts of:

Sr. No. 1 – Asst. Stores Officer -

No. of Post – 1

AGE LIMIT: 35 years. Age relaxation is admissible to SC/ST/OBC/PH/Ex-servicemen candidates, etc. as per Government of India orders on the subject.

PAY SCALE : Pay Band 2 (PB-2) Rs.9,300-34,800 with Grade Pay of Rs.4600/- (Gross Pay Rs.44907/- p.m.)

QUALIFICATION & EXPERIENCE: Graduate with 7 years' experience of which at least 3 years' experience in a Grade Equivalent to the next Lower Grade. Acquaintance with Government rules & regulations & familiarity with computers is essential. Preference will be given to a candidate who has knowledge of Central government rules and procedure relating to Purchase and Stores. Degree in Materials Management will be added advantage.

JOB DESCRIPTION: The incumbent will be responsible for overall supervision of Stores Section i.e. inventory control, receipt of material against purchase orders, clearing of consignments from transporter's godown, conducting periodical physical verification of stock items and equipment, maintaining of stores ledgers and get it reconciled with accounts, will arrange to process the indents of repairing and AMC, will look after smooth functioning of material movement etc.

Sr. No. 2– Office Clerk - A -

No. of Post – 1 – Reserved for ST

AGE LIMIT : 40 years considering age relaxation of ST. Age relaxation is admissible as per Government of India orders on the subject.

Sr. No. 3– Office Clerk - A -

No. of Post – 1 – Reserved for OBC

AGE LIMIT : 38 years considering age relaxation of OBC. Age relaxation is admissible as per Government of India orders on the subject.

PAY SCALE : Pay Band 1 (PB-1) Rs.5,200-20,200 with Grade Pay of Rs.1900/- (Gross Pay Rs.20253/- p.m.)

QUALIFICATION & EXPERIENCE: (for posts at serial No.- 2 & 3)

S.S.C. + 2 years relevant experience in reputed organizations. Proficiency in personal computer / Typing. Preference will be given to the candidates having ability to do routine correspondence in English independently. Knowledge of Central Govt. rules will be of added advantage.

JOB DESCRIPTION : (for posts at serial No.- 2 & 3)

The selected candidate will be required to do routine duties related to HR, General Administration and Establishment & Accounts sections. Preference will be given to candidates who and can do independent correspondence work in English and is conversant with Computers.

GENERAL INFORMATION

The numbers of vacancies indicated above are provisional and may be increased / decreased depending on the actual requirement of the organisation. Only Indian Nationals need to apply. Those who have attended interview for similar posts in the past one-year need not apply. Separate applications should be submitted with supportings for separate posts. The persons with disabilities can also be selected on their own merit against the unreserved quota.

In addition to pay and allowances, Medical Scheme facility under its Contributory Health Service Scheme, Free Transport and subsidized Canteen facilities are admissible for the above posts. Perquisites like New Pension

Scheme, LTC, Group Linked Insurance Scheme, Educational Allowances for school going children and subsidized Canteen facilities are admissible as per Institute's rules.

Experience should have been obtained after possessing the essential educational qualifications. **The eligibility criteria with regard to age, qualification, experience, etc. shall be determined as on 27/01/2017.**

Sleeper Class / Second Class to and fro Rail / State Transport bus fare by direct and shortest route will be reimbursed to out-station candidates called for interview on production of ticket or proof of journey such as Railway / Bus ticket or ticket no.

HOW TO APPLY : Interested candidates are requested to **apply online by 27/01/2017 till 5.00 pm** and send us the hardcopy of the application duly signed on A4 size paper along with the Registration number obtained while filling online application from our web page at <http://www.ipr.res.in/advertisements.html> with one recent passport size photograph duly affixed on the right hand top corner of the application alongwith copies of testimonials in support of Age, Qualification and Work Experience, etc. so as to reach ***The Acting Chief Administrative Officer***, Institute for Plasma Research at the above address on or before **06/02/2017**. **The envelope should be strictly superscribed with Advt. No. and Post Applied for.**

Candidates employed in Govt. / Quasi Govt. / Public Sector Undertakings should forward their applications through proper channel or bring NOC if called for interview. The Institute reserves the right to reject any application without assigning any reason. **Applications not in the above format are liable to be summarily rejected.** No interim correspondence will be entertained.

Fulfilling minimum qualification & filing online applications does not entail a call for interview. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on the basis of all criteria like age, educational qualifications, experience, category, etc. shall be called for interview/written test. In case the number of short listed candidates is large, a written test may be conducted to further prune the list of candidates before the interview. The authorities reserve all rights, not to call an applicant for interview/written test, without assigning any reason. In case of any issue in filing online application, kindly contact – recruitment@ipr.res.in

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.