

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

**ADVT. NO. 06/2010**  
**SPECIAL RECRUITMENT DRIVE FOR OTHER BACKWARD CLASS**  
**FIRST ATTEMPT**

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

<b>ASSISTANT PURCHASE OFFICER</b>	<b>(No. of Post – 1)</b>
<b>Qualification &amp; Experience</b> : Graduate with 7 years experience of which at least 3 years experience in Supervisory capacity in a Grade equivalent to the next Lower Grade. Experience in Customs (import & export) & Excise matters is desired. Knowledge of Govt. of India Rules, regulations and acts and experience of handling procurement of technical equipment will be an added advantage. Should have good communication skills with computer knowledge in word/excel/power point/internet etc.	
<b>Job Description</b> : The selected will be required to carry out the purchase activities such as handling floating of enquiries/public tenders, examination of proposals, comparative statements, recommendations, arranging meetings with the vendors and finalization of orders/contracts, correspondence with the vendors and other departments like Customs, Insurance Co etc., and vendor development.	

**GENERAL INFORMATION**

**PAY SCALE** : Pay Band 2 (PB-2) Rs. 9300-34800 with Basic Pay 12540/- + Grade Pay Rs.4600/- (Gross Pay Rs..26567/- p.m.)

**AGE LIMIT** : 38 years (inclusive of 3 years relaxation available to OBC candidates) and 48 years (inclusive of 10 years relaxation if Physically handicapped OBC candidate)

Institute offers excellent career opportunities to creative and result oriented staff with positive approach. In addition to pay and allowances, perquisites like New Pension Scheme, Gratuity, Medical Scheme facility under its Contributory Health Service Scheme, LTC, Group Linked Insurance Scheme, Free Transport and subsidized Canteen facilities are admissible as per Institute 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 16/08/2010.**

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** : Typed application on A4 size paper **strictly** in the following format with one recent passport size photograph duly affixed on the right hand top corner of the application alongwith copies of testimonials in support of Qualification and Work Experience, etc. should reach ***The Acting Chief Administrative Officer***, Institute for Plasma Research at the above address on or before 16/08/2010. ***The envelope should be strictly superscribed with Advt. No. and Post Applied for.***

**APPLICATION FORMAT**

1. Advertisement No. and Sl.No. of the Post, 2. Post Applied for, 3. Name (in block letters), 4. Category (Whether belongs to SC / ST / OBC, if so, attach documentary evidence, 5. Date & Place of Birth, 6. Nationality, 7. Marital Status, 8. Address for Correspondence (with Phone No. and Email ID), 9. Permanent Address, 10. Qualifications (SSC onwards, indicating a. Exam passed, b. Board / University, c. Stream, d. Date of release of mark sheet, e. Year of Passing, f. division, g. Percentage of marks obtained), 11. Work Experience (indicating a. Name of the Organization, b. Designation, c. Nature of work in detail, d. Period, e. Scale of Pay and total salary drawn per month), 12. Have you been called for interview in past? If yes, provide details, 13. References, 14. Any other relevant information, 15. Signature with Date.

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.

P.S. : This advertisement is available on our home page <http://www.ipr.res.in/advertisements.html>

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

Advt. No. : 06/2010

\*Post applied for : ASSISTANT PURCHASE OFFICER

\*Name : First Name Middle Name Surname

\*Category : OTHER BACKWARD CLASS (attach documentary evidence)

Date & Place of Birth : Date Month Year  
(35 years and relaxable by 5 years for SC / ST candidates, 3 years for Other Backward Class and 10 years for Physically Handicapped.)

Nationality :

Marital Status : Married / Unmarried / Divorced / Widow / Widower

Address for Correspondence :  
\*Phone No. :  
Mobile No. :

\*Email ID :

Permanent Address :

Nearest Railway Station :

\*Qualification (SSC onwards) (strike out whichever is not applicable)

Exam Passed	Board / University	Stream	Date of release of mark sheet	Year of Passing	Division	%age of Marks
X						
XII						
B.Sc. / B.A. / B.Com.						
M.Sc. / M.A. / M.Com.						
Others						

\*Experience (in chronological order starting from present position backwards)

Name of the Organisation	Designation	Nature of work in detail	Period		Total Salary Per Month
			From	To	
			Dd/mm/yy	Dd/mm/yy	

Have you been called for interview in past? If yes, provide details :

References :  
Any other relevant Information :

I hereby certify that the fore-going information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case I have given wrong information or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reason thereof. I am not aware of any circumstances which might impair my fitness for employment under Government.

Date  
\*Mandatory

Signature of the Candidate