

**ITER–India**  
**Institute for Plasma Research**  
Nr. Indira Bridge, Bhat Village,  
Gandhinagar- 382428, Gujarat (India)

**Advt. No. 12/ITER-India/2009 Requires Purchase Assistant (Project)**

ITER-India, Institute for Plasma Research ([www.iter-india.org](http://www.iter-india.org)) wishes to appoint on a temporary basis, personnel for the post of Purchase Assistants (Project).

**PURCHASE ASSISTANT (PROJECT) REMUNERATION : Consolidated Rs.18000/- p.m.** (No. of Posts 2)  
**QUALIFICATION & EXPERIENCE :** Graduate with minimum 5 years experience of which at least 2 years should be in a Purchase / Materials Management Section of reputed organisation. Candidate should be familiar with purchase procedures and tendering. Should be familiar with computerised purchasing system. Fluency in English is desirable. Work experience in stores section is desirable.  
**JOB DESCRIPTION :** Floating Enquiries / Tenders, preparation of comparative statements, preparation of purchase orders, follow-up with suppliers, doing correspondence, etc. Job demands adequate working knowledge on computerised procurement and experience in MS Office and related procurement software. Working knowledge of import & custom clearance is essential.

The above post is purely temporary for a period of TWO YEARS.

**GENERAL INFORMATION**

Those who have applied for similar posts in the past one-year need not apply. Separate applications should be submitted for separate posts. The persons with disabilities can also be selected on their own merit. 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 25/11/2009.

Only Indian Nationals need apply.

**AGE LIMIT :** 35 years and relaxable by 5 years for SC / ST candidates, 3 years for Other Backward Class and 10 years for Physically Handicapped.

In addition to consolidated remuneration mentioned above, Medical Scheme facility under its Contributory Health Service Scheme for self, Free Transport, if available, subsidized Canteen facilities are admissible for the above post.

Sleeper / 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 along with copies of testimonials in support of Qualification and Work Experience, etc. should reach *The Chief Administrative Officer*, Institute for Plasma Research at the above address on or before 25/11/2009. The envelope should be strictly superscribed with Advt. No. and Post Applied for.

**APPLICATION FORMAT**

1. Advertisement No., 2. Post Applied for, 3. Name (in block letters), 4. Date of Birth, 5. Place of Birth, 6. Age, 7. Marital Status, 8. Nationality, 9. Address for correspondence (with Phone No. and Email ID), 10. Permanent Address, 11. Whether belongs to SC / ST / Physically Handicapped / Ex-Servicemen if so, attach documentary evidence, 12. Nearest Railway Station, 13. 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), 14. Work Experience (indicating a. Name of the Organization, b. Designation, c. Nature of work in detail, d. Period (specify dates), e. Scale of Pay and total salary drawn per month), 15. References, 16. Have you been called for interview in the past in IPR/ITER-India? If yes provide details, 17. Any other relevant information, 18. 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> and [http://www.iter-india.org/display\\_advertisement\\_grid.php](http://www.iter-india.org/display_advertisement_grid.php)