

**ITER-INDIA**  
**(Institute for Plasma Research)**  
Plot No. A/29, GIDC Electronics Estate, Sector 25,  
Gandhinagar- 382025, Gujarat (India)

**Requires**

**Senior Officers / Officers/ Assistant Officers in Finance & Accounts, in Administration and in Purchase & Stores**  
**(Advt. No.: ITER-India-01/2010)**

The **International Thermonuclear Experimental Reactor** is a collaborative project in which India is one of the seven members with responsibility for contribution of certain equipments/systems. (This will be supplied 'in-kind', i.e., by building the systems/components in India and sending them to the project site at Cadarache in France). The activities in India are coordinated by the Domestic Agency called ITER-India (<http://www.iter-india.org>).

To help it in carrying out its responsibilities for the ITER Project, ITER-India wishes to appoint personnel in the areas of Finance/Accounts, Administration and Purchase & Stores. While these appointments are for the period of Construction phase of ITER which is about 10 years, it is likely that these will continue further into the Operation phase (slated to begin operation in 2020 and expected to continue for another 20 years).

Persons desirous of applying for the below mentioned posts should send their applications in the prescribed Application Form ONLY (to be downloaded from our web site).

<b>Post Code</b>	<b>Post with number of posts</b>	<b>Minimum Qualification &amp; Experience</b>	<b>Job Description</b>	<b>Age limit</b>
<b>I</b>	<b><u>Chief of Accounts &amp; Financial Adviser</u></b> <b>(1 post)</b> (This post will be filled at Senior Officer level, if suitable candidates are not found )	<b>Essential Qualification:</b> Graduate/Post Graduate with PG Diploma in Business/Finance Management from a reputed institute OR Graduate/Post Graduate with ACA/SAS/ICWA qualification.  <b>Experience:</b> Should have at least 6 years' experience in a supervisory capacity in the immediate lower grade (in PB-3 with Grade Pay of Rs.6600) OR should have at least 6 years' experience in senior level management of a large industrial organization.  The applicant must have extensive experience in handling financial matters and accounts in a large industrial/Govt. organization.  <b>Desirable:</b> Knowledge of Cost Accounting, Govt. of India rules and regulations,	To oversee all functions related with Finance and Accounts. Will be Internal Financial Advisor to the Project Director, ITER-India on all financial matters concerned with the project.	Not below 30 years and not over 45 years

		procedures and accounting system would be an advantage. Should be able to handle the responsibilities independently and be conversant with use of computerized accounting system.		
<b>II</b>	<b><u>Senior Officer (Accounts)</u></b> <b>(1 post)</b> (in lieu of Post Code. I)	<p><b>Essential Qualification:</b> Graduate/Post Graduate with PG Diploma in Business/Finance Management OR Graduate/Post Graduate with ACA/SAS/ICWA qualification.</p> <p><b>Min. Experience:</b> Should have 6 years' experience in a supervisory capacity in the immediate lower grade of (PB-3 with Grade Pay of Rs.5400) OR should have at least 6 years' experience in middle level management of a large industrial organization.</p> <p>The applicant must have sufficient experience in handling financial matters and accounts in a large industrial/Govt. organization.</p> <p><b>Desirable:</b> Knowledge of Cost Accounting, Govt. of India rules and regulations, procedures and accounting system. Should be able to handle the responsibilities independently and be conversant with use of computerized accounting system.</p>	Same as Post Code I	Not below 30 years and not over 45 years
<b>III</b>	<b><u>Senior Officer (Administration)</u></b> <b>(1 post)</b> (This post may be filled at level of Officer-I, if suitable candidates are not found)	<p><b>Essential Qualification:</b> Graduate with Post Graduate Diploma/Degree in Business/Personnel Management from a reputed institute</p> <p><b>Min. Experience:</b> : Should have 6 years' experience in a supervisory capacity in the immediate lower grade of (PB-3 with Grade Pay of Rs.5400) OR should have at least 6 years' experience in middle level management of a large industrial organization.</p> <p>The applicant must have sufficient experience of handling Personnel and General Administration in a large industrial/Govt. organization.</p> <p><b>Desirable:</b> Familiarity with law, legal and court related procedures, knowledge of Govt. of India rules and regulations and procedures. Should be conversant with the use of computers.</p>	To handle independently the total administrative functions at ITER-India including establishment, recruitment, HR related and all aspects of general administration and will report to the Project Director.	Not below 30 years and not over 45 years
<b>IV</b>	<b><u>Officer-I (Administration)</u></b> <b>(1 post)</b> (in lieu of Post Code. III)	<p><b>Essential Qualification:</b> Graduate/Post Graduate</p> <p><b>Min. Experience:</b> A Post Graduate with 2 years' experience in supervisory capacity in the immediate lower grade (in PB-2 with Grade Pay of Rs.4600/-) OR a Graduate with a total of 10 years' experience out of which, 5 years should be in supervisory capacity in the immediate lower grade (in PB-2 with Grade Pay of Rs.4200/-) or in equivalent experience in a large industrial establishment.</p> <p>Should be capable of managing the operations of the section with minimal supervision.</p> <p><b>Desirable:</b> Familiarity with law, legal and court related procedures, knowledge of Govt.</p>	Same as in Post Code. III	Not below 30 years and not over 45 years

		of India rules, regulations and procedures and familiarity with Gujarati language & working knowledge in Hindi. Should be conversant with the use of computers.		
V	<b><u>Senior Officer (Purchase &amp; Stores)</u></b> (1 post) (This post may be filled at the level of Officer-I, if suitable candidates are not found)	<p><b>Essential Qualification:</b> Graduate/Post Graduate with PG Diploma/Degree in Materials Management from a reputed institute.</p> <p><b>Min. Experience:</b> Should have 6 years' experience in a supervisory capacity in the immediate lower grade of (PB-3 with Grade Pay of Rs.5400) OR should have at least 6 years' experience in middle level management of a large industrial organization.</p> <p>The applicant must have sufficient experience in purchase and stores, handling contracts/procurement involving engineering (and preferably technical/scientific equipment) in a large industrial/Govt. organization.</p> <p><b>Desirable:</b> Knowledge of procedures related to customs, excise, sales tax, shipping, insurance, Govt. of India rules and regulations, procedures related to indigenous and foreign procurement. Should be conversant with the use of computers.</p>	To handle all international and national procurement functions/contracts of the project and oversee smooth functioning of all Stores related functions including transportation/insurance of materials at national and international levels and will report to the Project Director.	Not below 30 years and not over 45 years
VI	<b><u>Officer-I (Purchase &amp; Stores)</u></b> (1 post) (in lieu of Post Code. V)	<p><b>Essential Qualification:</b> Graduate/ Post Graduate</p> <p><b>Min. Experience:</b> A Post Graduate with 2 years' experience in supervisory capacity in the immediate lower grade (in PB-2 with Grade Pay of Rs.4200/-) OR a Graduate with a total of 10 years' experience out of which, 5 years should be in supervisory capacity in the immediate lower grade (in PB-2 with Grade Pay of Rs.4200/-) or equivalent experience in large industrial establishment.</p> <p>The applicant must have experience in purchase and stores, handling contracts/procurement involving engineering (and preferably technical/scientific equipment) in a large industrial/Govt. organization. Should be capable of managing the operations of the section with minimal supervision.</p> <p><b>Desirable:</b> Familiarity with statutory procedures for Customs, Excise, Sales Tax, etc., knowledge of Govt. of India's rules, regulations and acts. Experience of handling procurement of technical equipment and familiarity with Gujarati language &amp; working knowledge in Hindi will be an added advantage. Should be conversant with the use of computers.</p>	Same as in Post Code. V	Not below 30 years and not over 45 years
VII	<b><u>Asst. Officer (Accounts)</u></b> (1 post)	<p><b>Essential Qualification:</b> A Commerce Graduate/Post Graduate</p> <p><b>Min. Experience:</b> Post Graduate with 3 years' experience in the immediate lower grade OR a Graduate with minimum 7 years' experience out of which 3 years' experience in immediate lower grade.</p> <p>Should be capable of handling the responsibilities with minimal supervision.</p> <p><b>Desirable:</b> Familiarity with Govt. of India's rules, regulations and acts, Govt.</p>	Reports to the Chief of Accounts & Financial Adviser/Senior Accounts Officer and helps in all financial matters of the project.	Not above 35 years

		accounting systems, cost accountancy. Should be conversant with the use of computers.		
<b>VIII</b>	<b><u>Asst. Officer (Purchase &amp; Stores)</u></b> <b>(1 post)</b>	<p><b>Essential Qualification:</b> Graduate</p> <p><b>Min. Experience:</b> A minimum 7 years' experience out of which 3 years' experience in material procurement in reputed industrial establishment/Govt. Organisation.</p> <p>Should be capable of managing the responsibilities with minimal supervision.</p> <p><b>Desirable:</b> Familiarity with Govt. of India's rules, regulations and acts, procurement of scientific/engineering equipments; familiarity with statutory procedures for Customs, Excise, Sales Tax, etc., would be an advantage. Should be conversant with the use of computers.</p>	Reports to the Senior Purchase & Stores Officer and helps in all activities related to purchase and stores.	Not above 35 years

**IMPORTANT INFORMATION:**

Merely satisfying the minimum requirement does not ensure that an applicant would be eligible for the next stage of the selection procedure or an interview.

**Scale of Pay :**

Sl. No	Description of the post	Pay Band	Grade Pay	Minimum basic pay-i.e. PB Pay + GP	Minimum total emoluments (with DA & HRA) at entry level
1.	<b>Chief of Accounts &amp; Financial Adviser</b>	PB-3 (Rs.15600-39100)	Rs.7600/-	<b>Rs.29,500/-PM</b>	<b>45,725/-</b>
2.	<b>Senior Officers</b>	PB-3 (Rs.15600-39100)	Rs.6600/-	<b>Rs.25,350/-PM</b>	<b>39,293/-</b>
3	<b>Officer-I</b>	PB-3 (Rs.15600-39100)	Rs.5400/-	<b>Rs.21,000/-PM</b>	<b>32,550/-</b>
4	<b>Asst. Officer</b>	PB-2 (Rs.9300-34800)	Rs.4600/-	<b>Rs.17,140/-PM</b>	<b>26,567/-</b>

**Note :**

- (1) Age Criteria: For all the above posts only candidates in the age bracket mentioned (Age as on the last date of receipt of applications) will be considered. Due relaxation will be allowed for SC/ST/OBC/PH/Ex-service men based on GOI instructions (i.e. relaxable by 5 years for SC/ST candidates, 3 years for OBC and 10 years for Physically Handicapped).
- (2) Total emoluments shall consist of Basic Pay (Band Pay + Grade Pay), Dearness Allowance, House Rent Allowances, Transport Allowance, etc., as per applicable Govt. rules. Staff being appointed under this Project is covered under the New Pension Scheme.
- (3) Medical, transport and subsidized canteen facilities are available.
- (4) Reservation quota shall be made applicable as per prevailing rules.
- (5) Applications are also invited from candidates willing to be considered on deputation basis.
- (6) Short listed candidates will be called for a personal interview at Gandhinagar. To and fro Train (by 2 tier AC for Post Codes I,II,III & V and 3 tier AC for Post Codes IV, VI,VII & VIII) / 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 number.
- (7) **Persons desirous of applying for these posts should send their applications ONLY in the prescribed Application Forms which are to be downloaded from our website (see below).**

- (8) Attested copies of Proof of qualification, experience, etc, should be attached along with the application form. A recent photo should be pasted on the application form. Incomplete applications, applications not pasted with photograph, applications without enclosures and applications received not on prescribed form will be rejected.
- (9) **Candidates are expected to describe in their own words on a separate sheet, details of significant experience and responsibilities handled in recent years (see item 13 in Application Form)**
- (10) Please note that candidates employed in Govt./Quasi Govt./Public Sector Undertakings should forward their applications through proper channel or bring an NOC if called for interview. The NOC requirement shall be strictly adhered to.
- (11) **If a candidate intends to apply for more than one post, separate applications (with enclosures) for each post should be sent (see item 2 in Application Form).**
- (12) Completed Applications with required details and attested copies of certificates should be sent to:  
**The Project Director,  
ITER-India, Institute for Plasma Research,  
Plot No. A-29, GIDC Electronic Estate, Sector-25,  
Gandhinagar-382 025, Gujarat  
so as to reach by 31.08.2010**

P.S.: This advertisement and also the APPLICATION FORM is available on our home page <http://www.ipr.res.in/advertisements.html> and <http://www.iter-india.org>