

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

Requires

Officer & Assistant Officer in Purchase & Stores
(Advt. No.: ITER-India-01/2011)

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 area 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.

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).

Post Code:	P-001
Post Details:	Officer-I (Purchase & Stores) – 1 Post
Pay structure:	Pay Band 3 – Rs.15600-39100 with Grade Pay of Rs.5400 [Total Emoluments = Rs.40,500/- (approx.)]
Essential Qualification:	Graduate/ Post Graduate
Minimum Experience:	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.4600/-) or equivalent experience in large industrial establishment. (Candidates in private employment drawing less than Rs.35,000/- need not apply.) The applicant must have experience and thorough knowledge in purchase and stores, import and export, handling contracts/procurement involving engineering equipment (and preferably technical/scientific) in a large industrial/Govt. organization. Should be capable of managing the operations of Purchase and Stores section with minimal supervision. Should have good command over English language.
Desirable:	Knowledge of procedures related to customs clearance, excise, sales tax, shipping, insurance, audit, disposal, inventory control, Stock verification, Govt. of India rules and regulations, procedures related to indigenous and foreign procurement. Should be conversant with the use of computers.
Age Limit:	Not below 30 years and not over 45 years

Post Code:	P-002
Post Details:	Asst. Officer (Purchase & Stores) – 1 Post
Pay Structure:	Pay Band 2-Rs.9300-34800 with Grade Pay of Rs.4600/-. [Total Emoluments: Rs.31,500/- (approx.)]
Essential Qualification:	Graduate
Minimum Experience:	A minimum 7 years' experience out of which 3 years' experience in purchase & stores in reputed industrial establishment/Govt. Organisation.
	Should be capable of doing independent correspondence and managing the responsibilities with minimal supervision. (Candidates drawing monthly salary of less than Rs.28,000/- need not apply.)
Desirable:	Familiarity with Govt. of India's rules, regulations and acts, procurement of scientific/engineering equipment; familiarity with statutory procedures for Customs, Excise, Sales Tax, etc., would be an advantage. Should be conversant with the use of computers.
Age Limit:	Not above 35 years

****Job Description for the above posts: To handle all national and international procurement functions, preparation of contracts, thorough scrutiny of procurement documents, organizing meetings, carry out all Stores related activities including transportation/insurance/storage of materials at national and international levels.**

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, etc.).
- (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 3 tier AC) /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, **Salary Certificate/Salary Slip**, 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 may 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) or produce a work description sheet from their present employer.**

- (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) **Canvassing/interim enquiries etc. in any form will not be entertained.**
- (12) Those who have applied against our advertisement published in July 2010 No. ITER-India-01/2010 need not apply against this advertisement.
- (13) All the applications received be initially screened. Interview call letters will be sent only to those who are screened in. Project Administration reserves the right not to fill these vacancies due to lack of sufficient response/screened in candidates.
- (14) 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 6 May 2011. **The last date for the receipt of the application has been extended upto 20 May 2011.**

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>