

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

**ADVT. NO. 02/2018**

The Institute for Plasma Research is a premier scientific aided 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 following posts.

Sl. No.	POST	QUALIFICATION & EXPERIENCE	JOB DESCRIPTION	NO OF POSTS
1	<b>OFFICE ASSISTANT (PROJECT)</b>  <b>(ACCOUNTS/ PURCHASE/ ADMINISTRATION)</b>  <b>Age: 30 Years</b>	Graduate + 7 years experience out of which 5 years experience in the relevant field or Post Graduate with 3 year relevant experience in reputed organization (s). Candidate should have adequate working knowledge in computer operation and familiar with MS Office, Excel, Tally and related office software. Knowledge of Central Govt. Rules will be added advantage. Should have good command over oral and written English.	<p>a) <u>Office Assistant (Project) (Accounts)</u></p> <p>The candidate should have experience of processing of bills of purchase &amp; contracts, project accounting, compilation of final accounts. Hand on experience of computers, especially Financial Accounting System &amp; MS Office would be an added advantage.</p> <p>b) <u>Office Assistant (Project) (Purchase)</u></p> <p>Candidate should be familiar with purchase procedures and tendering. Should be familiar with computerized purchasing system. Fluency in English is an added advantage. Floating Enquiries / Tenders, preparation of comparative statements, preparation of purchase orders, follow-up with suppliers, doing correspondence, etc. Job demands adequate working knowledge on computerized procurement and experience in MS Office and related procurement software.</p> <p>c) <u>Office Assistant (Project) (Administration)</u></p> <p>Candidate should be familiar with MS Office and computerized purchasing system. He will look after Purchase, Stores, Canteen, Security, Housekeeping, Maintenance and other administrative related activities at FCIPT, Gandhinagar. Fluency in English is an added advantage.</p>	<p>Accounts-02 Nos.</p> <p>Purchase-02 Nos.</p> <p>Administration – 01 Nos.</p>

**GENERAL INFORMATION**

**REMUNERATION for the post is `23000/-p.m (Consolidated).**

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 supporting documents for each post.

The number of vacancies indicate above are provisional and may be increased or decreased depending on the actual requirement of the organisation. All the above posts are purely on temporary basis for a period of one year OR co-terminus with the project. It would, therefore, not confer any right / claim implicit or explicit for any candidates for claiming extension or absorption in IPR.

**AGE LIMIT:** – 30 years. Age relaxation is admissible to SC / ST / OBC / PHP / Ex-servicemen candidates, as per Government of India orders on the subject.

In addition to pay and allowances, Medical Scheme facility under its Contributory Health Service Scheme (self only), Transport facility on availability of seats in route bus and subsidized Canteen facilities are admissible for the above posts.

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 31/1/2018.**

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 Number.

**HOW TO APPLY** : Interested candidates are requested to **apply ONLINE latest by 31/1/2018 till 5:00 p.m.** 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 along with copies of testimonials in support of Age, Qualification and Work Experience, etc., on or before 06/02/2018 at the following address:

The Acting Chief Administrative Officer,  
Institute for Plasma Research  
Near Indira Bridge, Bhat,  
Gandhinagar- 382428

**The envelope should be strictly superscribed with Advt. No.02/2018 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. 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 those candidates who are shortlisted from valid applicants, on the basis of all criteria like age, educational qualifications, experience, etc. shall be called for interview. In case the number of short listed candidates is large, a written / trade test may be conducted to further prune the list candidates before the interview. The authorities reserve all rights, not to call an applicant for interview, without assigning any reason. In case of any issue in filing online application, kindly contact – [recruitment@ipr.res.in](mailto:recruitment@ipr.res.in)

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

**Acting Chief Administrative Officer**