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प्लाज़्मा भौतिकी केन्द्र - प्लाज़्मा अनुसंधान संस्थान
CENTRE OF PLASMA PHYSICS - INSTITUTE FOR PLASMA RESEARCH
सोनापुर-७८२४०२, असम, भारत ,Sonapur-782 402, Assam, India

Advt No. 03/2020 (3)

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 and Societal applications of plasmas. IPR is located in Bhat Village, Gandhinagar (Gujarat) and also has a campus at GIDC, Sector-25, Gandhinagar as well as a Centre at Guwahati.

Centre of Plasma Physics -Institute for Plasma Research (CPP-IPR) is a centre of Institute for Plasma Research. CPP-IPR is located in Nazirakhat, Sonapur-782402, Kamrup (M), Assam.

Online applications are invited from eligible candidates for the following posts on Direct Recruitment basis. Selected candidates will be required to work at the Centre of Plasma Physics-institute for Plasma Research, Sonapur, Guwahati, Assam. However, services of the candidate may be transferred to other centres/campuses of the Institute depending upon future requirements.

| 1 | Name of the Post | Administrative Officer-I (One post) |
|---|--------------------------|---|
| | Category | General |
| 2 | Pay Level | Level 10 of Pay Matrix (7 th CPC) at starting Pay of ₹56100/- |
| 3 | Age Limit | 45 years (Age relaxations shall be admissible as per Central Government orders as amended from time to time). |
| 4 | Essential Qualifications | Graduation from recognized university with minimum 55% marks or Post Graduate in any discipline or Post Graduate in Management (Two years) from a recognized university/ Institute. |
| 5 | Essential Experience | Minimum 10 years relevant experience in Administration/Purchase/Accounts/Stores in Central Government/ State Government/ Public Sector Undertaking/ Autonomous Body (Partially or fully funded by Central/ State Government). Out of combined experience 5 years must be in Level 7 (7CPC) and above. Knowledge of government Rules and Regulations is essential. |
| 5 | Desirable | Certified course in Computer. |
| 6 | Job Description | The candidate will supervise all administrative activities of the Centre. He/she will coordinate with Finance, stores and purchase sections and look after other activities that may be assigned to him/her by the competent authority from time to time. |

Selection Process:

The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants on the basis of all criteria like age, educational qualification, experience etc. shall be called for Interview. The authorities reserve all rights not to call an applicant for Interview, without assigning any reason.

1. The prescribed Essential Qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL OF HER/HIS QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELDS OVER AND ABOVE THE MINIMUM QUALIFICATIONS. For example, if experience is not essential for the post but an applicant possesses experience, he/she is advised to fill it in relevant field. Only those educational qualifications and experience etc. will be considered for scrutiny / short-listing which are explicitly claimed in the online application

2. In the event of number of applications being large, Institute will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by one or more of the following methods in the following sequence:
 - i) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement. For this purpose, experience will be counted starting from the date of obtaining essential qualification.
 - ii) By counting experience both before and after the acquisition of essential qualifications.
 - iii) On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.
 - iv) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
 - v) By holding a Written Test.

APPLICATION FEES: A fee structure for application is as below:

| Sr. No. | Category | Amount (₹) |
|---------|--|------------|
| 1. | General/OBC | 200/- |
| 2. | SC/ST/Female/PwBD/ EWS/ Ex-Serviceman/ Internal Candidates | Nil |

Mode of Payment: Through Online only (SBI Collect)

Steps for Online Payment:

1. Visit SBI Collect: <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
2. Proceed → State of corporate / Institution: Gujarat
3. Type of Corporate / Institution: Others
4. Others Name: Institute for plasma Research
5. Select Payment Category: Application Fees- CPP-IPR
6. Make payment.
7. Print/Download receipt to fill details of payment in the Online Application.

GENERAL INFORMATION

1. Only Indian Nationals need to apply. The numbers of vacancies indicated above are provisional and may be increased depending on the actual requirement of the institute. The persons with disabilities can also be selected on their own merit against the unreserved quota.
2. Before filling up the Online Recruitment Application, the candidates must go through the detailed Advertisement. Please proceed to fill the online application only if you are satisfied that you possess the minimum Essential Qualifications stipulated for the post, otherwise, submitted application(s) shall be rejected outright.
3. The date for determining the eligibility of all the candidates in every respect shall be the prescribed closing date for submission of Online Application, unless specified otherwise.

4. The applicants are advised to fill in all their particulars in the Online Application carefully as submission of wrong information may lead to rejection through computer based short-listing. Institute reserves the right to reject application not fulfilling the requisite criteria, at any stage of recruitment.
5. The applicants are advised to submit only single Online Application for a particular post. However, if they submit multiple Online Applications for one post, then they must ensure that the Online Application with the higher 'Application ID Number' is complete in all respects including fee, wherever applicable. The applicants, who submit multiple Online Applications, should note that only the Online Recruitment Application with higher 'Application Number' shall be considered by the Institute and fee paid against one 'Application Number' shall not be adjusted against any other 'Application Number'.
6. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.
7. Candidates seeking relaxations under SC/ST/EWS/OBC – Non Creamy layer/PwBD category are required to submit certificate in the prescribed format of Govt. of India failing which they will be treated at par with "UNRESERVED (UR)" candidates.
8. All the qualifications must be from recognized Indian Universities / Boards / Institutions only. Applicants having qualifications from any other countries shall submit equivalency certificate from UGC/AIU.
9. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
10. The following certificate/documents are acceptable as proof of Age (Any one):
 - i) Date of Birth as recorded in the Birth Certificate.
 - ii) Secondary School Leaving Certificate (SSLC).
 - iii) Matriculation / Secondary School Certificate in which date of birth is mentioned.
11. Internal candidates (Permanent employees) of the Institute (IPR/CPP) shall be eligible for relaxation of 5 years in the upper age limit. Candidate seeking age relaxation under any other category (SC/ST/OBC/EWS) shall not be eligible for age relaxation as internal candidate.
12. 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. Incomplete applications are liable to be summarily rejected. No interim correspondence will be entertained.
13. Third AC to and fro Rail/ State Transport bus fare by direct and shortest route will be reimbursed to outstation candidates who are called for Interview on production of ticket or proof of journey such as Railway / Bus ticket or ticket number.
14. In addition to pay and allowances, HRA, Medical Scheme facility under its Contributory Health Service Scheme and subsidized Canteen facilities are admissible for the above post. Perquisites like Performance Related Incentive Scheme (PRIS), New Pension Scheme, LTC, and Children Education Allowance for school going children and free transport in lieu of Transport Allowance are admissible as per Institute's rules, as amended from time to time.
15. Experience shall be counted only after the date of possessing the essential educational qualifications.
16. The candidates are advised to fill their **correct and active e-mail address** in the online application as any Correspondence will be made by the Institute through e-mail only. The candidates are also advised to refer to website of the Institute for regular updates of the recruitment.
17. Addendum / deletion/ corrigendum (*If any*) shall be posted on the Institute's website only i.e. <http://www.cppipr.res.in/adv.html>

18. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals situated at **Guwahati** only.
19. CPP-IPR reserves the right not to select any candidate for above post or cancel the advertisement at any stage without assigning any reason.
20. Records of the candidates not selected shall not be preserved after 1 year from the date of publication of select list.

Chief Administrative Officer

HOW TO APPLY

Interested candidates are requested to apply online at Institute's website <http://www.cppipr.res.in/adv.html> by **20/03/2020 till 5.00 P.M.**

Applicants are required to send the following.

1. Signed hard copy of the duly filled submitted online application form with a recent passport size colour photograph duly affixed on it.
2. Self-attested copies of supporting documents:
 - i) Proof of age
 - ii) Educational mark sheets, degrees
 - iii) Experience Certificate
 - iv) Certificate of caste/community/class in prescribed format
 - v) Copy of payment receipt (if applicable)
 - vi) Any other relevant testimonials etc.

The above documents must be sent on the below mentioned address so as to reach on or before **31/03/2020 till 05.00 P.M.**, failing which their candidature will not be considered and Institute will not be responsible for any delay or non-receipt of hardcopy within stipulated period.

**Administrative Officer-I
Recruitment Section
Institute for Plasma Research
Bhat, Gandhinagar- 382428 (India)**

The envelope should be strictly super scribed with **Advt No. 03/2020** and ***Application for the post of "Administrative Officer-I"***.

In case of any issue in filing online application, kindly contact – recruitment@ipr.res.in

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