

CENTRE OF PLASMA PHYSICS – INSTITUTE FOR PLASMA RESEARCH

Nazirakhat, Sonapur – 782402,

Kamrup (M), Assam

ADVT. No. 08/2019

The Centre of Plasma Physics- Institute for Plasma Research (CPP-IPR), Nazirakhat, Sonapur-782402, Kamrup (M), Assam, is an aided institute of Department of Atomic Energy, Govt. of India. CPP-IPR invites applications from Indian nationals for the following temporary position.

Name of the post	No. of Post	Job description	Educational qualifications & experience
Office Assistant	1 (One)	The selected candidate will be required to do routine duties related to Administration, Accounts, Purchase & Stores Section.	Graduate with 5 years relevant experience or Post Graduate with 3 years relevant experience. Should have hands on experience in MS Office and related office software.

1. **Age limit:** 30 years. Age relaxation is admissible to SC/ST/OBC/PwBD/Ex-servicemen candidates as per Government of India orders on the subject.
2. **Remuneration:** 23,000/- per month (Consolidated). No other allowances will be applicable.
3. In addition to consolidated remuneration, Medical facility (For Self only) under its Contributory Health Service Scheme, Free Transport (Subject to availability of seats) and subsidized canteen facilities are admissible for the above post.
4. **Tenure of Contract:** The above post is purely temporary for a period of two years. It would, therefore, not confer any right/claim implicit or explicit for any candidate for claiming extension or absorption in CPP-IPR.
5. **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 qualifications experience category etc. shall be called for written test / interview.
6. The number of vacancy indicated above is provisional and may be increased depending on the actual requirement of the institute.
7. 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 01.10.2019.
8. Candidates employed in Govt. / Semi Govt. / Autonomous / Public Sector Undertakings should forward their applications through proper channel or bring NOC if called for written test / interview. The institute reserves the right to reject any applications without assigning any reason.
9. The authorities reserve all rights, not to call an applicant for written test / interview, without assigning any reason.
10. Written examination will be applicable to all shortlisted candidates.

HOW TO APPLY

1. Interested candidates are requested to download application form from website i.e. www.cppipr.res.in
2. The envelope containing hardcopy of the application form along with self-attested photocopies of certificates and mark sheets indicating the above mentioned educational degrees and work experience must be sent to the below mentioned address strictly superscribed with Advt. No. 08/2019 and the post Applied for so as to reach on or before 25.10.2019.

Administrative Officer I/c,

Centre of Plasma Physics-Institute for Plasma Research,

Nazirakhat, Sonapur – 782402, Kamrup (M), Assam

3. Institute shall not be responsible for any delay non-receipt of hardcopy within stipulated period.
4. Incomplete applications are liable to be summarily rejected. No interim correspondence will be entertained.
5. Institute strives to have a workforce which reflects gender balance and women candidates encouraged to apply.

Acting Centre Director