

This file has been cleaned of potential threats.

To view the reconstructed contents, please SCROLL DOWN to next page.



प्लाज़्मा अनुसंधान संस्थान
Institute for Plasma Research



भाट, निकट इन्दिरा पुल, गांधीनगर (भारत) / Bhat, Near Indira Bridge, Gandhinagar – 382 428 (India)
Tel: +91-079-23962000 Fax: +91-079-23962277 Web - www.ipr.res.in

ADVT. NO.06/2018

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 applications of plasmas. IPR is located in Bhat Village and also has extensions of its Laboratories at GIDC, Sector – 25, Gandhinagar and has a Center at Guwahati.

Applications are invited from highly motivated and result oriented candidates for the posts of:

Office Clerk - A (Unreserved)

No. of Post – 4

AGE LIMIT: 35 years. Age relaxation is admissible to SC / ST / OBC / Ex-servicemen candidates, as per Government of India orders issued on the subject.

PAY SCALE: Level 2 of Pay Matrix and Basic Pay of ₹19900/- p.m.

QUALIFICATION & EXPERIENCE: S.S.C. + 2 years relevant experience in reputed organizations/ Intermediate Fresh. Proficiency in personal computer with a minimum typing speed of 40 WPM. Preference will be given to the candidates having ability to do routine correspondence in English independently. Knowledge of Central Govt. rules will be of added advantage.

JOB DESCRIPTION:

The selected candidate will be required to do routine duties related to HR, General Administration, Establishment, Accounts sections, Purchase & Stores. Preference will be given to candidates who can do independent correspondence work in English and are conversant with Computers.

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.

Plan of Examination: The examination shall consist of two parts.

Part I - Written Examination shall be applicable to all the shortlisted candidates.

Written Examination: The subjects of written examination will be as follows:

S. No.	Test
1	General Knowledge
2	General Awareness
3	Elementary Maths/Numerical
4	Computer & Reasoning

Examination mentioned below as Part-II (a) & (b) shall be applicable to those candidates who attain such minimum standards in the written examination (Part-I) as may be fixed by the Institute at its discretion.

Part II-

(a) Letter Writing –Descriptive

(b) Typewriting Test on Computer- It shall consist of one paper of 'Running Matter' of 10 minutes duration.

Based on the Part-II examination, eligible candidates will be selected.

GENERAL INFORMATION

The numbers of vacancies indicated above are provisional and may be increased / decreased depending on the actual requirement of the organisation. Only Indian Nationals need to apply. The persons with disabilities can also be selected on their own merit against the unreserved quota.

In addition to pay and allowances, Medical Scheme facility under its Contributory Health Service Scheme, Free Transport and subsidized Canteen facilities are admissible for the above posts. Perquisites like New Pension Scheme, LTC, Group Linked Insurance Scheme, Children Educational Allowance for school going children are admissible as per Institute's rules.

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 **13/07/2018**.

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 written test on production of ticket or proof of journey such as Railway / Bus ticket or ticket no.

HOW TO APPLY:

Interested candidates are requested to apply **online** by **13/07/2018** till 5.00 pm 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. so as to reach **The Chief Administrative Officer, Institute for Plasma Research, Bhat, Gandhinagar- 382428** on or before **20/07/2018** **failing which the online application shall not be considered**. The envelope should be strictly superscribed with Advt. No. and Post Applied for.

Institute shall not be responsible for any delay or non receipt of hardcopy within stipulated period.

Candidates employed in Govt. / Quasi Govt. / Public Sector Undertakings should forward their applications through proper channel or bring NOC if called for written test. 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.

Fulfilling minimum qualification & filing online applications does not entail a call for written test. 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. The authorities reserve all rights, not to call an applicant for written test, without assigning any reason. In case of any issue in filing online application, kindly contact – recruitment@ipr.res.in.

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

Chief Administrative Officer