

INSTITUTE FOR PLASMA RESEARCH

Near Indira Bridge, Bhat Village, Dist. Gandhinagar - 382 428

ADVT. NO. 06/2017

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 post of Chief Administrative Officer.

Sr. No. 1 – Chief Administrative Officer

No. of Post – 1

Level 12 of Pay Matrix and Basic Pay of Rs. 78,800/- p.m.

QUALIFICATION & EXPERIENCE: At least a higher second class Bachelor's degree in Science, Arts, Commerce or Engineering from a recognized University. At least 10 years of administrative experience of which 6 years should be at a supervisory capacity in the scale of PB3 15600-39100 - Grade Pay 6600 or its equivalent with responsibilities of Administrative Officers. Experience should have been in Research & development institutions of Government or Semi-Government institutions or in Central Government/State Government/Semi Government organizations/ departments.

Desirable: - A Degree in Law or Management would be desirable. Knowledge of Government of India rules and regulations in respect of service matters, etc. Familiarity with educational/research matters and handling of legal matters along with the experience in labour relations, finance and accounts, purchase and stores procedures and administrative experience in scientific research Institutes and working knowledge of office automation and computerization. Familiarity with the procedure of modern management.

JOB DESCRIPTION : The candidate will be responsible for the day-to-day administration of the institute and will have to coordinate the activities of the various arms of administration of the institute including finance, stores and purchase and public relations and adept with specific orientation, attitude and inter personal skills at interfacing with scientists, engineers, overseas visitors and other high level officials. The candidate is expected to interact with the Department of Atomic Energy headquarters extensively at Mumbai.

Age Limit: 50 years as on 1 September 2017. The maximum age limit for appointment to the above post with all eligible age relaxations (as per Government of India Orders) shall be 55 years as on 1 September 2017.

GENERAL INFORMATION

Only Indian Nationals working in Research & Development Institutions of Government or Semi-Government or in Central Government/State Government/Semi Government organizations/ departments need to apply through proper channel or bring No Objection Certificate if called for an interview. Persons with disabilities can also be selected on their own merit against the unreserved quota. Persons in Central/State Government possessing the required qualification and experience could be considered for Appointment on Deputation basis.

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 New Pension Scheme, LTC, Group Linked Insurance Scheme, Children Education Allowance for school going children and free transport in lieu of Transport Allowance 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 1/9/2017.**

Second AC 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 no.

HOW TO APPLY : Interested candidates are requested to **apply online by 15/9/2017 till 5.00 pm** and send 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> / <http://www.ipr.res.in/>

[documents/jobs_career.html](#) with one recent passport size photograph duly affixed on the right hand top corner of the application alongwith copies of testimonials in support of Age, Qualification, Pay details and Work Experience, etc. so as to reach **The Acting Chief Administrative Officer**, Institute for Plasma Research at the above address on or before 22/9/2017. **The envelope should be strictly superscribed with Advt. No. and Post Applied for.**

Applications not complete in all respect are liable to be summarily rejected. 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 candidates 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 test may be conducted to further prune the list of candidates before interview. The authorities reserve all rights, not to call an applicant for interview/written test, without assigning any reason. 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.

INSTURCTIONS FOR FILLING ONLINE APPLICATION –

1. The print out should contain the following:

- (a) Application form that you have filled online.
- (b) The mailing address and Address for correspondence

2. Mailing Documents to IPR office.

- (a) Cut the Address Slip and paste it on an envelope (Do not fill address by hand or tamper the address slip).
- (b) Attach all the PHOTOCOPIES (self-attested) of mark-sheets/degree and supporting documents relating to your age, other educational qualification/s, caste, disability and experience, if any, etc. along with the application form duly signed.
- (c) Incomplete Application received will not be considered for scrutiny.
- (d) Send the packet by Speed Post (preferably) or by Registered Post to the address mentioned in the address slip. The application packet should REACH on or before 22/09/2017. Forms received after 22/09/2017 will not be accepted.

3. Kindly NOTE that online submission does not complete the application procedure. The hard copy must reach IPR along with supporting documents.

4. Keep a photocopy of the completed application form for your reference.

5. Once the application form is submitted online, an Application ID will be sent to your registered email-id which must be used for all future correspondence.

6. For clarifications regarding online submission (if any) kindly send an email to recruitment@ipr.res.in mentioning your Application ID.

7. References should not be family members.