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प्लाज़्मा अनुसंधान संस्थान

Institute for Plasma Research

भाट, इन्दिरा पुल के निकट, गांधीनगर – 382 428 (भारत)

Bhat, Near Indira Bridge, Gandhinagar – 382 428 (India)

Web: [www.ipr.res.in](http://www.ipr.res.in)



**ADVT NO. 07/2024**

The Institute for Plasma Research (IPR) is an Aided Institute of 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 & Societal applications of plasmas. IPR is located in Bhat, Gandhinagar and also has extensions of its Laboratories, namely Facilitation Centre for Industrial Plasma Technologies (FCIPT), GIDC, Sector – 25, Gandhinagar, Gujarat and Centre for Plasma Physics (CPP-IPR), Guwahati, Assam.

Online applications are invited from eligible candidates for the following posts on Direct Recruitment basis:

Sr. No.	Description	
1	Name of the Post	<b>Assistant Officer (Purchase)</b>
2	Post Code	<b>101</b>
3	Location	<b>IPR, Gandhinagar</b>
4	No. of Post & Category	01 (One) & Reserved for SC Category
5	Pay Level	Initial basic Pay ₹ 44,900/- p.m. (Level-7, As per 7 <sup>th</sup> CPC)
6	Age Limit	Not exceeding 40 years (For SC Category).
7	Essential Qualifications	CA (Inter) or ICWA (Inter) or Graduate from a recognized University with 55% marks OR Post Graduate from a recognized university.
8	Essential Experience	Eight years of experience related to work mentioned in “Job Description”.
9	Job Description	The selected candidate will be required to work primarily for procurement and will be responsible for various purchase related activities, which includes preparation/finalization of tender documents, evaluation of bids, obtaining techno-commercial clarifications, processing of Orders/Contracts, post order/contract management, response to audit queries etc.  The selected candidate will be required to ensure processing of purchase related files following Government Procurement procedures/policies.

Sr. No.	Description	
1	Name of the Post	<b>Assistant Officer (Accounts)</b>
2	Post Code	<b>102</b>
3	Location	<b>CPP – IPR, Guwahati</b>
4	No. of Post & Category	01 (One) & UR Category
5	Pay Level	Initial basic Pay ₹ 44,900/- p.m. (Level-7, As per 7 <sup>th</sup> CPC)
6	Age Limit	Not exceeding 35 years. (For UR Category)
7	Essential Qualifications	CA (Inter) or ICWA (Inter) or Graduate from a recognized University with 55% marks  OR  Post Graduate from a recognized university.
8	Essential Experience	Eight years of experience related to work mentioned in “Job Description”.
9	Job Description	The selected candidate will be required to work mainly in areas of Accounts and responsible for handling the accounting & financial functions of CPP-IPR, which includes maintaining of accounts, receipts & expenditure, budget preparation & control, finalization of accounts, preparation of statement of accounts and Audit & Compliance, etc.  The selected candidate will be required to ensure implementation of Government Policies related to Accounts and Finance, Income Tax, GST of Non-profit organizations/Autonomous Bodies etc.

## **1. SELECTION PROCESS:**

The Online applications, received in response to the advertisement, shall be scrutinized on the basis of all criteria like age, educational qualification, Category Certificate, experience, Fee Receipt etc. and only the valid applications shall be considered for further processing. The authorities reserve all rights not to call an applicant for the written test without assigning any reason.

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

The candidate should, therefore, mention all the qualifications and complete experience including current job status in the relevant fields in the online application form and upload relevant documents. Only relevant experience as mentioned in Job Description will be considered.

### **Method of Selection:**

The selection process involves two levels of tests named as Level-1 Test and Level-2 Test.

### **Level – 1 Test:**

Level-1 Test shall be Written Test to be conducted for all the valid applicants. It will be an objective type (Multiple Choice Questions) test. Level-1 Test will be qualifying exam/screening test to shortlist candidates for the next level of selection process i.e. Level-2.

The subjects of written test shall be as follows:

S. No.	Subjects
1.	General Knowledge / Awareness
2.	General English
3.	Elementary Maths
4.	Computer & Reasoning
5.	Purchase OR Accounts related, as applicable for the post applied.

### **Level-2 Test:**

Level-2 Test shall comprise of:

- Written Test of descriptive nature, which will include questions relevant to Purchase OR Accounts, as applicable for the post applied.
- Computer Skill test: Basic working with word document, spread sheets etc.

### **Final Selection:**

Final Selection shall be based on marks secured in Level-2 Test.

In the event of a tie in the Level-2 test score, the marks scored in the Level-1 test shall be considered for selection. Further, in case of equal marks even at Level-1, the candidate older in age shall be considered for selection.

## **2. APPLICATION FEE:**

A fee structure for **the above post** is as below:

S. No.	Category	Amount (₹)
1.	SC/ST/Female/PwBD/EWS/ Ex-Serviceman	Nil
2.	For Other Categories	200/-

### **Mode of Payment: Through Online only (SBI Collect)**

#### **Steps for Online Payment:**

- Visit SBI Collect: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- Proceed → Other Institutions
- Search for Other Institutions →type: PLASMA
- Select Name: Institute for Plasma Research
- Check Payment Category: “Application Fees IPR”
- Fill the form
- In remarks column, please mention the Advt. No. and the Post Code
- Make payment.
- Print/Download receipt.

## GENERAL INFORMATION

1. Only Indian Nationals need to apply.
2. Persons with Benchmarked Disabilities (PwBD) covered under the categories of Hard of Hearing (HH), One Leg (OL), One Arm (OA), Acid Attack Victims (AAV) and Dwarfism (DW) can also apply.
3. The number of vacancies and location indicated in this advertisement are provisional and may be increased or decreased depending on the actual requirement of the Institute. The selected candidates can be posted at any of the locations at the time of recruitment or later.
4. The selected candidate is expected to perform the activities/tasks that may be assigned by the competent authority from time to time.
5. Before filling up the Online Application, the candidates must go through the detailed Advertisement. Please proceed to fill the online application only if you possess the minimum Essential Qualifications, Experience and other criteria stipulated for the post.
6. 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 otherwise specified.
7. The applicants are advised to fill in all their particulars in the Online Application carefully and upload recent passport size colour photograph and scan copies of the documents in support of date of birth, educational qualification, experience, age relaxation, etc., as submission of wrong information may lead to rejection through computer based short-listing. The institute reserves the right to reject applications not fulfilling the requisite criteria at any stage of the recruitment process.
8. The applicants would be called for the Level-1 test, only on the basis of information filled-in by them in their online application form. In case it is found at a later stage that the information furnished by the applicant is false or an applicant does not fulfil any of the eligibility conditions, the candidature of such applicants would be cancelled and no correspondence in this regard would be entertained.
9. Each applicant is advised to submit only one Online Application. However, if the candidate submits multiple Online Applications, then it must be ensured that the Online Application with the higher 'Application ID Number' is complete in all respects. Applicants who submit multiple Online Applications should note that only the Online Application with higher 'Application ID Number' i.e. latest one shall be considered for processing by the Institute.
10. Fee once paid shall not be refunded under any circumstances nor can be held in reserve for any other test.
11. Relaxation in the maximum age limit shall be admissible as per Central Government Orders on the subject as amended from time to time.
12. Candidates seeking relaxations in age and/or payment of fee under SC/ST/OBC/PwBD/EWS/Ex-servicemen category etc. 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.
13. The age relaxation in case of SC/ST/OBC is applicable only where the vacancy is reserved for that category.
14. All the qualifications must be from recognized Universities / Boards / Institutions only. Applicants having qualifications from other countries shall submit **equivalency certificate** from UGC / AIU.

15. The following certificate/documents **ONLY** 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.
16. Fulfilling minimum qualification & filing online application does not entail a call for Level-1 Test. The authorities reserve all rights, not to call an applicant for the Test, without assigning any reason. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
17. Candidates working under the Govt. / Aided /Autonomous/ Quasi Govt. / Public Sector Undertakings are required to submit “NO OBJECTION CERTIFICATE” from the employer at the time of Level-2 test, failing which they will not be allowed to appear for the Level-2 test.
18. 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.
19. The Level-1 and Level-2 tests will be conducted for:
- a) Post Code 101 at Ahmedabad / Gandhinagar
  - b) Post Code 102 at Guwahati
- More details will be updated on the website.
20. Sleeper Class/Second Class to and fro Rail/State Transport bus fare by direct and shortest route will be reimbursed to outstation candidates who are Selected / called for Level-2 Test on production and submission of original ticket/photocopy if it is a return ticket. Please note that only Permanent/Communication address will be considered for the purpose of TA reimbursement.
21. In addition to pay and allowances, HRA, Medical Scheme facility under its Contributory Health Service Scheme are admissible for the above post. Perquisites like New Pension Scheme, LTC, Children Education Allowance for school going children and transport facility (depending on availability of seats in the route vehicle) in lieu of Transport Allowance are admissible as per Institute’s rules.
22. Experience shall be counted only after the date of possessing the essential educational qualifications.
23. **The candidates are advised to fill in their correct and active e-mail address and mobile number in the online application as all communications will be made by the Institute through e-mail only. The candidates are also advised to refer the website of the Institute for regular updates of the recruitment.**
24. The candidates should take utmost care to fill in the information in online application form. The list of valid applicants (candidates with valid applications) shall be prepared through computer-based shortlisting based upon the furnished information in the online application. The valid applicants shall be called for Level-1 Test.
25. Based upon Level-1 Test scores, a merit list shall be prepared to shortlist candidates for Level-2 Test after verifying information furnished in their online application form against supporting documents uploaded by them. Those candidates who do not fulfil requirements of this advertisement, will not be considered for Level-2 Test.

26. The list of shortlisted candidates will be posted on the IPR website. There will be no separate communication for candidates who are not shortlisted. No correspondence in this regard will be entertained.
27. IPR reserves the right not to select any candidate for the above post or cancel the advertisement at any stage without assigning any reason.
28. Addendum/deletion/ corrigendum (*If any*) shall be posted on the Institute's website only i.e. [https://www.ipr.res.in/documents/jobs\\_career.html](https://www.ipr.res.in/documents/jobs_career.html) Candidates are requested to regularly visit the [institute's website for updates.](https://www.ipr.res.in/documents/jobs_career.html)
29. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals situated at Gandhinagar / Ahmedabad only.
30. Records of the candidates not selected shall be preserved only for a period of one year from the date of publication of the list of selected candidates.
31. Applicants, by virtue of the act of application, commit themselves to the highest standards of ethical practices. Fraudulent documents, canvassing in any form or influencing the process of recruitment at any stage shall not only result in rejection of the application but may also lead to legal action.
32. This advertisement is published both in English and Hindi. In case of any dispute, the English version will prevail.

### **HOW TO APPLY**

**The portal for submission of Online Application will be live from 27/06/2024.**

Interested candidates are requested to apply online at Institute's website [https://www.ipr.res.in/documents/jobs\\_career.html](https://www.ipr.res.in/documents/jobs_career.html) by **26/07/2024 (till 5.30 P.M.)**.

Applicants are required to upload the following documents while filling online application:

1. A recent passport size colour photograph.
2. Copies of the following supporting documents:
  - i) Proof of age. (Refer above at sr. no. **15** of general information)
  - ii) Educational mark sheets/certificates/degrees.
  - iii) Experience certificate(s).
  - iv) Certificate of caste/community/class in the prescribed format (if applicable).
  - v) Copy of payment receipt (if applicable)
  - vi) Any other relevant document(s).

**Please note that there is no need to send hard copies of the application & supporting documents.**

In case of any issue in filing online application, kindly contact – [recruitment@ipr.res.in](mailto:recruitment@ipr.res.in)

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

**Chief Administrative Officer**