



प्लाज़्मा अनुसंधान संस्थान
Institute for Plasma Research
भाट, इंदिरा पुल के निकट, गांधीनगर - ३८२ ४२८ (भारत)
Bhat, Near Indira Bridge, Gandhinagar - 382 428 (India)
Website : www.ipr.res.in



Advertisement No. 08/2025

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.

Applications are invited from the officers of Constituent Units/Als of DAE for the following post to be filled on deputation basis:

1. **Chief Administrative Officer:** One post; Pay Level 12 as per Pay Matrix (7th Central Pay Commission)

EDUCATIONAL QUALIFICATION:

Graduation with minimum 50% marks

EXPERIENCE:

(a) Officers from any Constituent Units/Als of DAE:

holding analogous posts

OR

with five years regular service in Level 11

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.

GENERAL INFORMATION

- (a) **Age Limit:** 55 years as on 03rd January 2026.
- (b) The period of deputation will be initially for a period of five years as per the Service Terms of the Government of India.
- (c) **How to Apply:** The eligible employees should send their applications through proper channel as per the application format uploaded on IPR website (<http://www.ipr.res.in/jobs>).
- (d) The application should include attested copies of confidential report dossiers for the last five years and a certificate to the effect that the official are clear from vigilance point of view, and that there is no disciplinary case pending/contemplated against the applicant in format given in the application form.
- (e) Applications from eligible and willing officers who can be spared immediately may be forwarded to **Director's Office, Institute for Plasma Research, Nr. Indira Bridge, Bhat, Gandhinagar-382428 on or before 03rd January 2026.** The envelope should be strictly superscripted with Advt. No. and Post Applied for.
- (f) **The closing date of application is 03rd January 2026.** Applications received after the last date will not be considered and are liable to be summarily rejected. No interim correspondence will be entertained.
- (g) Applications received without proper channel or without cadre clearance, vigilance clearance, integrity certificate or complete APAR or without the seal of the office or otherwise found incomplete will not be entertained.

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

Sd/-

DIRECTOR, IPR