ADVT. NO. 10/2021

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, Gujarat and also has extensions of its Laboratories at GIDC, Sector – 25, Gandhinagar, Gujarat and has a Centre at Guwahati.

Online Applications are invited from eligible candidates for the following temporary posts at Institute for Plasma Research, Bhat, Gandhinagar, Gujarat.

Post Code	Name of the post	No. of Post	Essential Qualification & Experience
01	Library Trainee	04 Nos.	Post Graduate Degree in Library & Information Science from a UGC recognised university (60% or above marks and passed in year 2019 or later). Desirable Criteria – Good communication skills in English. Strong interpersonal and intrapersonal skills. Basic working knowledge of Information Technology (IT) and IT related applications used in libraries.

JOB DESCRIPTION: IPR has a special well equipped library with latest IT tools, providing specialized services to Plasma Physics and Fusion Science and Technology Community. The selected candidates will get hands-on experience in different library activities such as Acquisition, Circulation, Reference, Inter-Library Loan, managing electronic and online Resources, Information services, etc. and will get an exposure to work in fully computerized library and with new IT tools.

1) **PERIOD OF TRAINING:** The above training is for a period of **one year only**.

2) **STIPEND:** ₹ 20,000/- p.m. (Consolidated).

3) **AGE LIMIT:** 26 Years. (Age relaxation is admissible as per Govt. of India Orders)

4) **TIMINGS:** Selected candidates will have to serve either from 9.00 am to 5.30 pm or from 11.30 am to 8.00 pm.

5) **SELECTION PROCESS:** The Online applications, received in response to the advertisement shall be scrutinized on the basis of all criteria like Age, Educational Qualifications, Category Certificate etc. and a merit list will be prepared based on their marks in essential qualification (Post Graduate Degree in Library & Information Science). Shortlisted candidates, based on above merit, will be called for personal interview. Final Selection of the candidate will be solely based on performance in the interview.

GENERAL INFORMATION

1. Only Indian Nationals need to apply. The persons with disabilities can also apply.

2. Before filling up the Online Recruitment Application, the candidates must go through the detailed Advertisement. Please proceed to fill the online application only if you are satisfied that you possess the Essential Qualifications stipulated for the post, otherwise, submitted application(s) shall be rejected outright.

3. 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.

4. The applicants are advised to fill in all their particulars in the Online Application carefully and upload recent passport size colour photograph and scanned copies of documents in support of date of birth, educational qualification, age relaxation etc. as submission of wrong information may lead to rejection through computer based short-listing. Institute reserves the right to reject application not fulfilling the requisite criteria, at any stage of recruitment.

5. 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.

6. Candidates seeking relaxations in age under SC/ST/OBC-non creamy layer/PwBD/EWS/ Ex-Serviceman category are required to submit relevant certificate in the prescribed format of Govt. Of India failing which they will be treated at par with "UNRESERVED (UR)" candidates.

7. All the qualifications must be from recognized Universities / Boards / Institutions only. Applicants having qualifications from other countries shall submit **equivalency certificate** from UGC / AIU.

8. Fulfilling minimum qualification & filing online application does not entail a call for Interview. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final

9. 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.

10. Candidates employed in Govt. **/**Aided/ Autonomous /Quasi Govt. / Public Sector Undertakings should forward their applications through proper channel or bring NOC if called for Interview.

11. Incomplete applications are liable to be summarily rejected. No interim correspondence will be entertained.

12. The Interview will be conducted in Ahmedabad / Gandhinagar, Gujarat. More details will be updated on website. No Travelling Allowance shall be paid to attend the Interview.

13. The selected candidate will be covered under institute's Contributory Health Service Scheme for self only.

14. The candidates are advised to fill 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 to website of the Institute for regular updates of the recruitment.

15. The candidates should take utmost care to fill the information in on line application form. The merit list from valid applicants (candidates with valid applications) shall be prepared through computer based shortlisting based upon furnished information in online application.

16. 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.

17. IPR reserves the right not to select any candidate for above post(s) or cancel the advertisement at any stage without assigning any reason.

18. Addendum / deletion/ corrigendum (If any) shall be posted on the Institute's website only i.e. http://www.ipr.res.in/advertisements.html

19. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals situated at Gandhinagar / Ahmedabad, Gujarat only.

20. Records of the candidates those are not selected shall be preserved only for a period of one year from the date of publication of the list of selected candidates.

21. 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 application but may also lead to legal action.

HOW TO APPLY

Interested candidates are requested to apply online at Institute's website http://www.ipr.res.in/documents/jobs_career.html by **25/01/2022 (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 following supporting documents:

   i) Proof of age. (Refer above at sr. no. 9 of general information)
   ii) Educational mark sheets/certificates/degrees.
   iii) Experience certificate(s) if any.
   iv) Certificate of caste/community/class in prescribed format (if applicable).
   v) 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

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

Chief Administrative Officer

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