



Institute of Physics

(An autonomous Research Institute of Dept. of Atomic Energy, Mumbai, Govt. of India)
P.O.: Sainik School, Bhubaneswar – 751 005

RECRUITMENT FOR THE POST OF JR. ADMINISTRATIVE OFFICER & JR. ACCOUNTS OFFICER

ADVT. No. IOP/Recruit/01/2018

Last date of application : 28.05.2018

The Institute of physics, Bhubaneswar proposes to fill up One (01) Post of Jr. Administrative Officer and One (01) post of Jr. Accounts Officer as per details given below;

Name of the Posts	No. of Post	Pay Level in the Pay Matrix	Educational Qualification	Experience
Junior Administrative Officer	01	Level – 7	Essential Qualification : Post - Graduation in any discipline from a recognised University. Desirable Qualification : MBA/ Post Graduate Diploma in Personnel/ Materials / Marketing Management from a recognised University.	Working experience of eight years in the level 6 of the pay matrix.
Junior Accounts Officer	01	Level – 7	Essential Qualification : M.Com / MBA (Finance) / B.Com with ICWA (Inter) / CA (inter).	Working experience of eight years in the level 6 of the pay matrix.

- The Selection of the Candidates will be on the basis of Written Examination and Personal Interview.*
- The qualification and experience prescribed above are the minimum. However, mere possession of the same does not automatically entitle the candidate for selection or to be called for Written Test / Interview. The Institute reserves the right to accept or reject any or all of the applications without assigning any reasons thereof.*

Note: Mere fulfillment of requirements as laid down in the advertisement does not entitle a candidate to be called for the Selection Process.

4. Copies of Certificates:

- Self-attested copies of the Educational Qualification including their Mark sheets from 10th Onwards in support to their candidature.*
- Self-Attested copies of proof of Date of Birth / Age*
- Experience Certificate(s).*

Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.

How to Apply :

- A.** Application is to be submitted to “Registrar, Institute of Physics, P.O:- Sainik School, Bhubaneswar – 751 005. The Application should reach to the Office well in advance on or before **28.05.2018**. Any postal delay will not be entertained.
- B.** The candidates working under Central / State Government, PSUs, Autonomous bodies should submit their applications through proper channel together with certificate as per the **Part – B** of the application format. However, they may send advance copy of the application.
- C.** Candidates fulfilling the eligibility criteria only need to apply.
- D.** **PHOTOGRAPHS:** A recent passport size photographs should be affixed in the application form at the appropriate place duly signed by the candidate.

**CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION
THE INSTITUTE PROMOTES GENDER EQUILIBRIUM AND WOMEN CANDIDATES ARE
ENCOURAGED TO APPLY.**