

INSTITUTE FOR PLASMA RESEARCH
Near Indira Bridge, Bhat Village,
Dist. Gandhinagar - 382 428, GUJARAT

ADVT. NO. 05/2014

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. Applications are invited from highly motivated and result oriented candidates for the posts of :

OFFICE ASSISTANT (PROJECT) (ACCOUNTS)

No. of Post – 1

QUALIFICATION & EXPERIENCE : Graduate with 5 years or Post Graduate with 3 years relevant experience in reputed organization(s). Candidate should have adequate working knowledge in computer operation and familiar with MS Office, Excel, and related office software. Knowledge of Central Govt. Rules will be added advantage. Should have good command over oral and written English.

JOB DESCRIPTION : The selected candidate will have to required to do Bill passing/ booking in FAS, checking & processing of bills, vendor scrutiny, Payment process, generation of MIS report, knowledge of Government Rules and Regulations and Project Management Tools, like MS project, is desirable.

GENERAL INFORMATION

REMUNERATION : Consolidated Rs.23,000/-p.m.

Only Indian Nationals need apply. Those who have attended interview for similar posts in the past one-year need not apply.

The number of vacancies indicated above are provisional and may be increased / decreased depending on the actual requirement of the organisation.

AGE LIMIT : 35 years. Age relaxation is admissible to SC / ST / OBC / PH / Ex-servicemen candidates, as per Government of India orders on the subject.

In addition to pay and allowances, Medical Scheme facility under its Contributory Health Service Scheme (self only), Free Transport and subsidized Canteen facilities are admissible for the above post.

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 03/03/2014.**

Sleeper Class / Second Class 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 03/03/2014 till 5.00 pm** and send us the typed application 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> 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 and Work Experience, etc. so as to reach ***The Acting Chief Administrative Officer***, Institute for Plasma Research at the above address on or before **10/03/2014**. **The envelope should be strictly superscribed with Advt. No. and Post Applied for.**

Candidates employed in Govt. / Quasi Govt. / Public Sector Undertakings should forward their applications through proper channel or bring NOC if called for interview. The Institute reserves the right to reject any application without assigning any reason. **Applications not in the above format 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 the interview. The authorities reserve all rights, not to call an applicant for interview, without assigning any reason. In case of any issue in filing online application, kindly contact – recruitment@ipr.res.in

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