



## Institute of Physics

( An autonomous Research Institute of Deptt. of Atomic Energy, Govt. of India)

P:O: SAINIK SCHOOL, BHUBANESWAR – 751 005

### RECRUITMENT FOR THE POST OF REGISTRAR

ADVERTISEMENT No. IOP/Recruit/13/2015

Last date of Application: 31.12.2015

Institute of Physics, an autonomous grant-in-aid institution under the administrative control of the Department of Atomic Energy, is one of the premier Research Centres in the country, carrying out research programmes in frontline areas of high energy physics, condensed matter, atomic and nuclear physics. The Institute is looking for a dynamic and innovative REGISTRAR to Head the administration as per details given below.

| Designation | Pay Band with Grade Pay                      | Salary plus admissible allowance at the minimum of the scale (approx.) |
|-------------|--|--|
| Registrar   | PB4 Rs.37400 -67000/-<br>Grade Pay Rs.8700/- | Rs.1.00 Lakh per month   |

Entitled to draw D.A., HRA and other allowances as admissible to Central Government employee posted in Bhubaneswar under the rules in force from time to time.

**The post will be filled on deputation on Foreign Service terms for a period of three years. The terms and conditions of the deputation will be governed by the instructions issued from time to time by the Department of Personnel & Training, Government of India.**

**Essential Qualification:**

**Education:**

Master's degree with at least 55% marks. Candidates with degree with science background will be preferred.

**Experience:**

15 years' experience in Officer Grade, i.e. in the Pay Band of PB-3 (Grade Pay: Rs.5400 and above) out of which a minimum of 10 years should be in the Grade Pay of Rs.6600/- and Rs.7600 (combined) on regular basis. The candidates should have performed duties in this positions on regular basis. The experience should be related to work in scientific departments/institutions under Central/State Governments. Candidates should have experience in handling Personnel/Establishment matters and should have sufficient knowledge of Government procedures in Establishment / Accounts/Procurement/ Stores etc.

**Desirable:**

Degree in Law or MBA.

Familiarity with procedure of modern management techniques and clear vision in projection as well as preparing 5 years Plans and Budgets and to be able to articulate policy matters and adequate experience in minuting meetings.

Experience of working as Secretary in Committees and should be capable of handling Council meeting, drafting of resolution, agendas related with the educational/research matters independently as well as a skill to implement the same into action.

Proficiency in e-governance, e-procurement, office automation, RTI matters and provisions of General Financial Rules.

The person should be skilled in public relations as well as to interact with the scholars, scientists, scientific assistants, trade union etc.

**Age Limit:** 56 years.

**Job Description:** The selected person will have the overall responsibility of running a smooth and efficient administration. The Registrar shall act as the Secretary to the Governing Council of the Institute. In all matters concerning the Institute, he/she shall act under the General control and orders of the Director. The person is expected to interact with the Department of Atomic Energy, other Units/Aided Institutions under the Department of Atomic Energy, other Governing Institutions etc.

Applications (in duplicate) in the prescribed application form (available in the Institute's Website [www.iopb.res.in](http://www.iopb.res.in)) superscripted "**Application for the post of Registrar**" may be sent to the undersigned so as to reach on or before 31.12.2015. Candidates should also give three references from whom the Institute may solicit confidential reports. Those employed in State and Central Govt. Offices/semi-government offices/semi government Institutions/Public Sector Undertakings should apply through proper Channel.

DIRECTOR

**NOTE:** Candidates already applied against the Advertisement No. 06/2015 published by the Institute are requested to give their consent for considering their case again.

**NOTE: Only Date of Birth indicated in School Leaving Certificate will be accepted. No subsequent request for change shall be granted. Mere fulfillment of requirements as laid down in the advertisement does not entitle a candidate to be called for written examination/ interview.**

**COPIES OF CERTIFICATES:**

Candidates should submit along with their applications, attested single copy of the certificates in support of:

- (a) Educational qualification, experience (as applicable) and technical qualifications (supported by appropriate mark sheets indicating the subjects offered at the examinations)
- (b) Proof of Date of Birth/Age
- (c) Discharge from Defence Service (applicable to Ex-servicemen only)

**RECORD OF THE NON-SELECTED CANDIDATES SHALL NOT BE PRESERVED BEYOND 6 MONTHS FROM THE DATE OF FORMATION OF SELECT LIST.**

**HOW TO APPLY**

1. Applications should be submitted in the prescribed format only.
2. Only candidates fulfilling the eligibility criteria need to apply only.
3. Completed applications should be sent to **Director, Institute of Physics, P:O:Sainik School, Bhubaneswar – 751 005** so as to reach not later than the last date of application as advertised above.
4. **PHOTOGRAPH:** A recent passport size photograph should be affixed on the right hand top corner of the application. One additional copy of the passport size photograph should also be sent along with the application.
5. **COPIES OF CERTIFICATES:** Candidates should submit attested SINGLE COPY of certificates as mentioned above along with the application.
6. Persons working under the Central / State Government, PSUs, Autonomous bodies should submit the application through proper channel.

**NOTE:-**

1. Postal delay in any form will not be entertained and candidates are advised to apply well in advance to avoid any postal delay.
2. Advance copy of application will not be processed unless the original application is received through proper channel.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**



11. Educational Qualification (Beginning from SSC onwards):

| Sl | Exam Passed | Board / Univ. | Discipline | Year | Division | %age of marks |
|----|-------------|---------------|------------|------|----------|---------------|
|    |             |               |            |      |          |               |
|    |             |               |            |      |          |               |
|    |             |               |            |      |          |               |
|    |             |               |            |      |          |               |
|    |             |               |            |      |          |               |
|    |             |               |            |      |          |               |

12. Professional Qualification:

| Sl | Course attended | Inst/ Univ. | Duration |    | Discipline |
|----|-----------------|-------------|----------|----|------------|
|    |                 |             | From     | To |            |
|    |                 |             |          |    |            |
|    |                 |             |          |    |            |
|    |                 |             |          |    |            |
|    |                 |             |          |    |            |
|    |                 |             |          |    |            |

13. Indicate the course of study if any, the applicant is continuing presently:

| Sl | Course of Study | Inst. / Univ. | Full time / Part time / Corres. | Duration of course | No. of Semester completed | Marks obtained |
|----|-----------------|---------------|---------------------------------|--------------------|---------------------------|----------------|
|    |                 |               |                                 |                    |                           |                |
|    |                 |               |                                 |                    |                           |                |
|    |                 |               |                                 |                    |                           |                |

14. Experience details:

| Sl | Position held | Organization | Central / State Govt / PSU / Autonomous body | Duration |    |            | Nature of Duty | Pay, Pay Band & Grade Pay |
|----|---------------|--------------|--|----------|----|------------|----------------|---------------------------|
|    |               |              |  | From     | To | No. of Yrs |                |                           |
|    |               |              |  |          |    |            |                |                           |
|    |               |              |  |          |    |            |                |                           |
|    |               |              |  |          |    |            |                |                           |

(Furnish all previous and present employment along with documentary proof – attach separate sheet if required)

15. Whether any of your relations working in any DAE or its consistent units/ autonomous bodies? If so furnish details.

| Sl | Name of relation | Relationship | Organization | Position held |
|----|------------------|--------------|--------------|---------------|
|    |                  |              |              |               |
|    |                  |              |              |               |
|    |                  |              |              |               |

16. Are in receipt of any scholarship from Department of Atomic Energy? If so furnish details.

|  |
|--|
|  |
|--|

17. Are in under any contractual obligation to serve any Central / State Govt. PSU/ Autonomous body? If so, give details:

|  |
|--|
|  |
|--|

18. Name and address of referees to whom reference can be made if required:

| Sl | Name & address | Position held | Organization |
|----|----------------|---------------|--------------|
|    |                |               |              |
|    |                |               |              |
|    |                |               |              |

19. Whether the applicant has ever served in Central or State Govt or any other organization and is in receipt of any pension, gratuity or employer's share to the Provident Fund? If yes, give details:

|  |
|--|
|  |
|--|

20. Whether any other pertinent information you intend to furnish in support of your candidature?

|  |
|--|
|  |
|--|

**DECLARATION**

I hereby declare that the above information are factually correct to the best of my knowledge and belief and I also understand that I shall be disqualified if any of the information furnished by me is found to be incorrect or false.

Place:

Signature of the applicant

Date:

Name:

**Check List to be furnished along with the application**

(Put X in box applicable)

| Sl No. | Description   |  |
|--------|---|--|
| 1      | Copy of application completed attached  |  |
| 2      | Photograph affixed on the applications  |  |
| 3      | Application signed  |  |
| 4      | An Attested copy of each of the following certificates is attached                                    |  |
| a.     | Proof of Date of Birth  |  |
| b.     | Caste Certificate   |  |
| c.     | Educational & Professional qualifications<br>(Mark list/ Board/ Degree Certificate from SSC onwards)  |  |
| d.     | Experience Certificate  |  |
| e.     | Domicile Certificate if domiciled in Kashmir Division of the State of Jammu & Kashmir, if applicable. |  |
| f.     | Relevant document if a family member of those who died in 1984 riots, if applicable                   |  |
| g.     | Discharge certificate from Defence Service (if applicable)  |  |
| h.     | Any other documents furnished - specify   |  |
| i.     | Check list attached   |  |

Place:

Signature of the applicant

Date:

Name: