



# Institute of Physics

(an Autonomous Research Institute of  
Dept. of Atomic Energy, Govt. of India)

P:O: SAINIK SCHOOL, BHUBANESWAR – 751005

Web: [www.iopb.res.in](http://www.iopb.res.in)

## **ADVERTISEMENT No. IOP/ 01/2013**

### **WALK-IN INTERVIEW FOR THE POST OF CIVIL ENGINEER ON CONTRACT BASIS.**

The Institute of Physics, Bhubaneswar proposes to engage the services of a Civil Engineer for a fixed period of 6(six) months purely on contract basis to look after the civil maintenance activities in the Institute and residential Quarters located in the campus. Candidates fulfilling the following qualifications/criteria may appear for a walk-in interview scheduled to be held on 18.04.2013 at 14.30 hours in the Institute office.

**Minimum Educational Qualification:** 12<sup>th</sup> standard or equivalent plus 3 years Diploma in Civil Engineering from a reputed organization approved by the State Council of technical Education & Training/AICTE or equivalent with experience/knowledge in computer applications like AutoCAD & MS Office etc. Experience/Additional Qualification in electrical field will be an added advantage.

**Experience:** Must have minimum of 3 years experience in civil maintenance activities in a reputed organization including preparation of estimates and work schedules and supervision of such activities.

**Age:** Maximum age limit is 35 years as on 1.1.2013, relaxable in deserving cases.

Compensation: Consolidated monthly compensation of Rs 25,000/- p.m.

Candidates not fulfilling the above requirements will not be entertained and need not attend the interview.

**The Institute:** The **Institute of Physics (IOP), Bhubaneswar** is an autonomous Research Institution under the administrative control of the Department of Atomic Energy, Govt. of India. The Institute campus is spread over an area of about 70 acres consisting of the Research Laboratories, Administrative Building, Library, Workshop, Auditorium, Canteen, Guest House, Hostels and 130 residential Quarters, a Dispensary and a bank.

**Duties and Responsibilities:** The duties of the incumbent of the post include:

- (i) General civil and electrical maintenance of all the buildings including the residential quarters, located in the campus.
- (ii) Preparation of detailed project reports, estimates and work schedules and allied activities for construction/repair of buildings of the Institute.
- (iii) Overall supervision of all maintenance activities and maintenance staff of the Institute.
- (iv) Supervision of the work of the contractors engaged by the Institute for various construction works, maintenance, landscape development etc.

- (v) Liaison/co-ordination with Directorate of Construction, Services & Estate Management (DCS&EM) of Dept. of Atomic Energy and National Institute for Science Education and Research (NISER) located in the campus and other Govt. agencies.

**General terms and Conditions:**

1. This position is purely temporary for a fixed period of six months on contract basis and will be governed by the Indian Contract Act and Rules made there under.
2. The Contract is liable to be terminated without assigning any reason by serving one month notice by the Institute. In case the incumbent desires to discontinue, he shall have to give a notice of one month to the Institute.
3. The Contract may be extended for a further period subject to a maximum of up to another six months or as may be found necessary by the Institute subject to satisfactory performance and conduct of the incumbent.
4. During the period of the Contract, a consolidated remuneration of Rs 25,000/- p.m. will be paid to the incumbent. No other compensation whatsoever, shall be payable.
5. The incumbent will be entitled to avail a maximum of 5 days of casual leave during the entire period of the Contract, subject to a maximum of 2 days at a time. He will not be entitled for any other kind of leave during the period of engagement. In case the incumbent is required to be absent for more days, the incumbent shall have to apply and get the permission of the Competent Authority in advance. An amount proportionate to the number of days of such absence will be deducted from the monthly compensation.
6. This Contract engagement shall not confer any right on the incumbent for regular or further employment of whatsoever nature in the Institute.
7. The incumbent shall not be entitled for any other benefits or facilities as are applicable to the regular employees of the Institute.
8. The incumbent shall abide by the rules and procedures of this Institute with regard to his work and conduct.
9. The incumbent shall not be allotted with any residential accommodation by the Institute nor will be entitled for any allowance towards house rent.
10. The incumbent is required to furnish the following documents at the time of interview:
  - (a) Original and attested copies of all certificates and mark sheets.
  - (b) 2 (two) nos. of recent colour passport size photographs.
  - (c) Caste Certificate (in case of SC/ST Candidates)
11. In the event of selection, the selected candidate has to furnish the following documents in original:
  - (a) Medical Certificate in the prescribed format.
  - (b) Character Certificate from two Gazetted Officers.
  - (c) Relieving order in original from the present employer
12. The incumbent is required to join the assignment within seven days from the date of receipt of communication failing which the offer is liable to be cancelled.
13. For application form please see next page.

**(Officer on Special Duty)  
Institute of Physics  
Bhubaneswar**



**Institute of Physics**  
BHUBANESWAR

Affix recent  
colour passport  
size photograph

APPLICATION FOR THE POST OF: CIVIL ENGINEER ON CONTRACT BASIS

**PERSONAL INFORMATION:**

1. Name in full ( capital letters) : Dr / Mr / Ms \_\_\_\_\_

2. Father's / Husband's name : \_\_\_\_\_

3. Address for communication: Permanent Address:

--	--

4. (a) Telephone No.: \_\_\_\_\_  
(b) email ID : \_\_\_\_\_

5. Gender : Male / Female

6. Marital status : \_\_\_\_\_

7. Date of birth : \_\_\_\_\_

8. Age in completed years : \_\_\_\_\_

9. Category : Gen./ SC / ST/ OBC(non creamy layer) / PWD /Ex- Servicemen ( strike out whichever is not applicable)

**10. EDUCATIONAL QUALIFICATION:**

Exam passed	Board / University	Year of passing	Div / Grade	%age of marks	Major Subjects
10 <sup>th</sup> std. or equivalent					
12 <sup>th</sup> Std. or equivalent					
Dip in Civil Engg					
Any other qualification :					
(i)					
(ii)					
(iii)					

**11. WORK EXPERIENCE:( from present to past – attach separate sheet if required)**

Position held	Organization	From	To	Completed years	Nature of duty

\*Attach separate sheet if necessary.

12. Qualification / Experience in Electrical field (if any):

--

13. Details of qualification / Knowledge / Experience  
in Computer Applications

--

**14. Enclosures to be attached:**

Sl No.	Description of document(s)
1	Copies of Certificates and mark sheets duly attested
2	2 nos of recent colour passport size photographs
3	Experience certificate(s) in original
4	Copy of Caste Certificate (in case of SC/ST Candidates)

**DECLARATION**

I declare that the above information furnished by me is true and correct to the best of my knowledge and belief. In the event of discrepancy arising due to any false or wrong information provided by me and traced later on, I shall be held responsible for the same and shall abide by the decision of the competent authority on the matter.

Place:

Date:

Signature of the applicant

I hereby affirm that.....