



Institute of Physics

(An autonomous Research Institute of Dept. of Atomic Energy, Govt. of India)
P:O: SAINIK SCHOOL, BHUBANESWAR – 751 005

RECRUITMENT FOR THE POST OF LOWER DIVISION CLERK (LDC) /DRIVER/TRADESMAN
ADVERTISEMENT No. IOP/Rectt/03/2014
Last date of Application: 22.10.2014

Applications are invited from eligible candidates for filling up of the following posts in Institute of Physics, Bhubaneswar.

Sl No.	Name of the post & Pay band	No. of Posts						Educational Qualification	Age limit
		UR	SC	ST	OBC	Persons With Disabilities (OH)	Total		
1	Lower Division Clerk (LDC) ₹5200-20200/- GP ₹1900/-	-	01	01	01	01	04	Graduate in Arts / Commerce / Science. Working knowledge in computer on word processing and accounting. Exposure to Govt. office set up and office procedures.	18-28 years
2	Driver (Ordinary) ₹5200-20200/- GP ₹1900/-	01	-	-	-	-	01	10 th standard (SSC or equivalent) and must hold a valid Driving Licence to drive light / heavy vehicles and 3 years' experience in driving. Working knowledge in motor mechanism, first aid and communication skill in both Hindi & English is desirable.	18-35 year
3	Tradesman-A (Electrician) ₹5200-20200/- GP ₹1900/-	-	-	01	-	-	01	Must have passed HSC/SSC/10th Standard with 60% marks in Science & Mathematics subjects and ITI in Electrical trade from a recognized Board/Council.	18-28 years

Applications in the prescribed format will be accepted up to 3.00 P.M. of the last date of application.

Persons working under Central / State Government Departments, PSUs, Autonomous Bodies should submit their application through proper channel and submit "NO OBJECTION CERTIFICATE" from their employer at the time of interview.

The Authority of the Institute reserves the right to accept / reject any or all applications without assigning any reasons thereof.

For further details and to download application format please visit our website: www.iopb.res.in.

DIRECTOR

ADVERTISEMENT FOR THE POST OF LOWER DIVISION CLERK
in the pay band of ₹5200-20200/- with grade pay of ₹1900/-

- | | | |
|--|---|--|
| 1. Name of the post | : | LOWER DIVISION CLERK (LDC) |
| 2. Advertisement No | : | IOP/Rectt/ 03/1/2014, dated 23.09.2014 |
| 3. Last date of application : | : | 22.10.2014 |
| 4. Pay Band & Grade Pay | : | ₹5200-20200/- with GP ₹1900/-
Minimum emolument is ₹15000/- p.m. |
| 5. Age | : | Min 18 years & Max 28 years as on 01.07.2014 |
| 6. No. of Posts | : | 4 (reserved as indicated in the advertisement) |
| 7. Essential qualification | : | Graduate in Arts/Science/ Commerce with
working Knowledge in computer on word
processing and accounting. |
| 8. Desirable qualification &
Experience | : | Diploma/Course in Computer Application Data
base management and Accounting. Exposure to
Govt. office set up and office procedures.
(Employees of Institute of Physics, Bhubaneswar
possessing requisite qualification need to
compete with others). |
| 9. Mode of selection | : | Selection will be made by a panel of experts
through written test and viva voice. |

RELAXATION IN UPPER AGE LIMIT

For Govt. Employees who are working in the same line or allied cadre upper age limit will be relaxable by 5 years. For SC/ST upper age limit will be relaxable by 5 years and for OBC upper age limit will be relaxable by 3 years. Relaxation in the upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in Kashmir division of the state of Jammu & Kashmir during the period from 1st January 1980 to 31st day of December, 1989 provided that the relaxation in the upper age limit for appearing at any examination shall be subject to the maximum number of chances permissible under the relevant rules.

Certificate regarding proof of residence – any person intending to avail of relaxation of age limit admissible shall submit a certificate from:

- (a) The District Magistrate in the Kashmir Division within the jurisdiction he had ordinarily resided; or
- (b) Any other authority designated in this behalf by the Government of Jammu & Kashmir to the effect that he had ordinarily been domiciled in the Kashmir division of the State of Jammu & Kashmir during the period from the 1st day of January, 1980 to 31st day of December 1989.

Relaxation in the upper age limit of 5 years shall be admissible to the children/ family members of those who died in the 1984 riots. Age relaxation to Ex-Servicemen will be as per Govt. orders.

Locomotor Disability or Cerebral palsy-The orthopedically handicapped are those who have a minimum of 40% of physical defect or deformity which causes an interference with normal functioning of the bones, muscles and joints. The upper age-limit will be relaxed upto 10 years (15 years for SC/ST and 13 years for OBC) in case of OH persons. Exemption from type writing qualification-Physically Handicapped persons who are qualified to hold clerical posts but are certified as being unable to type, by the Medical Board attached to Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such Board) , should be exempted from the type qualifications. For this purpose candidates are required to produce a medical certificate in the prescribed form from the medical authorities.

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.

II) SC/ST outstation candidates called for interview will be paid to & fro Travelling Allowance of 2nd class railway fare by shortest route (subject to production of tickets) as per rules. However, Travelling Allowance is not admissible to those SC/ST candidates who are already in Central/State Government Services, Central/State Government Corporation, Public Undertakings, Local Government Institutions and Panchayat and concession availed from Railways, if any, for undertaking journey for attending interview

For Candidates with outstanding track records, qualification and experience, relaxation of age limit may be considered by the authority.

COPIES OF CERTIFICATES:

Candidates should submit along with their applications, self 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) SC/ST candidates caste certificate should be issued by authorized authority in the prescribed format and the caste/community should have been included in the Presidential Orders in relation to the concerned State
- (d) Discharge from Defence Service (applicable to Ex-servicemen only)
- (e) Proof of the effect that they have been affected by 1984 riots (where applicable).
- (f) Certificate regarding domiciled in Kashmir Division from 1.1.1980 to 31.12.1989 (if claiming age relaxation for Kashmir division)

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 apply. Candidates should ensure that information filled in are correct. The candidates would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her application. Candidature of the applicant shall remain provisional till detailed scrutiny is undertaken and the candidate is found eligible in all respect. Institute would be at liberty to reject any application at any stage of recruitment process if the candidate is found ineligible for the post or if it comes to notice that the candidate has furnished false information. The decision of Institute shall be final in deciding the eligibility of the candidate. The mere fact that a call letter has been issued to the candidate and allowed to appear in written/skill test/interview will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.

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 i.e 22.10.2014
4. **PHOTOGRAPH**: A recent passport size photograph should be affixed on the right hand top corner of the application and signed on front by the candidate. One additional copy of the passport size photograph should also be sent along with the application.
5. **COPIES OF CERTIFICATES**: Candidates should submit self attested copy of certificates etc 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 SHALL BE A DISQUALIFICATION

**THE INSTITUTE PROMOTES GENDER EQUILIBRIUM AND
WOMEN CANDIDATES ARE ENCOURAGED TO APPLY**



Institute of Physics

P:O: Sainik School, Bhubaneswar – 751005

Affix passport
size photograph
duly signed

APPLICATION FOR THE POST OF:

Advt. No. IOP/Recruit/...../1014

1. Name in full (in block letter)

2. Address:

Address for correspondence	Permanent Address
PIN:	PIN:

Phone Number with STD code	
Mobile No:	
Email ID	

3. Date of Birth as per Christian Era:

D	D	M	M	Y	Y	Y	Y

4. Nationality:

5. Gender:

Male	Female

6. Marital Status:

Unmarried	Married

7. Religion:

8. Whether belongs to:

SC	ST	OBC	Gen

9. Were you domiciled in Kashmir Division of the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989? if yes, please attach the relevant documents

Yes		No	
-----	--	----	--

10. Are you a family member of those who died in 1984 riots? If yes please attach the relevant documents.

Yes		No	
-----	--	----	--

11. Are you a Central Govt. Civilian employee. If yes, please attach necessary certificate

Yes		No	
-----	--	----	--

12. Are you Ex-Serviceman? If yes, please attach discharge certificate.

Yes		No	
-----	--	----	--

13. Educational Qualification: (Beginning with SSC onwards)

Sl	Exam passed	Board / Univ.	Discipline	Year of Passing	Division / Grade	%age of marks obtained

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

Course of study	University/ Board/ Institution	Full time / Part time	Duration of the course	No. of semester/ subjects completed	Marks obtained

15. Experience (if any):

Organization	Position held	Whether Central / State Govt./ PSU/autonomous body	Period of service			Nature of duty
			From	To	Total Yrs	

(Particulars of all previous and present employment are to be furnished with documentary proof)

16. Whether any relations working in DAE or its constituent units or autonomous bodies, if so the particulars thereof.

Sl No	Name	Relationship	Unit	Post held

17. Are you in receipt of any scholarship from the Department of Atomic Energy? If so, please furnish particulars.

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18. Are you under any contractual obligation to serve any Central / State Govt./ PSU/Autonomous Body? If yes give details.

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19. Name and Address of not less than two persons to whom a reference can be made, if required.

1.	2.

20. Whether the applicant has ever served in Central or State Government or any other organization and is in receipt of any pension, gratuity or employer's share to the Provident Fund?

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21. Any other information you intend to add:

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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	Signed Photograph affixed on the applications	
3	Application signed	
4	Self Attested copy of each of the following certificates is attached	
a.	Proof of Date of Birth	
b.	Caste Certificate	
c.	Educational & Professional qualifications (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.	Check list attached	

Place:

Signature of the applicant

Date:

Name:

(To be issued by the forwarding organization)

_____ (Name of the Unit)

CERTIFICATE

1. Certified that the information furnished by the candidate has been verified with the service records in this office and found correct.
2. Certified that no vigilance case / disciplinary proceedings is either pending or contemplated against Shri / Smt. / Kum. _____.
3. No criminal case is also pending against the above official as per the records of this office.
4. Attested copies of APARs for the last _____ years in respect of the official are enclosed.

Certifying Officer with seal)

(Name and designation of the

ADVERTISEMENT FOR THE POST OF DRIVER (Ordinary Grade)
in the pay band of ₹5200-20200/- with grade pay of ₹1900/-

- | | | |
|--|---|---|
| 1. Name of the post | : | DRIVER (Ordinary Grade) |
| 2. Advertisement No | : | IOP/Rectt/ 03/2/2014, dated 23.09.2014 |
| 3. Last date of application : | : | 22.10.2014 |
| 4. Pay Band & Grade Pay | : | ₹5200-20200/- with GP ₹1900/-
Minimum emolument is ₹15000/-p.m. |
| 5. Age | : | 18-35 years as on 01.07.2014 |
| 6. Essential qualification | : | Standard 10 th (SSC or equivalent) with valid
driving licence to drive light / heavy vehicles. |
| 7. Desirable qualification &
Experience | : | 3 years experience in driving and working
knowledge in motor mechanism for minor repairs,
communication skill in Hindi & English for reading
& writing is desirable. |
| 8. Mode of selection | : | Selection will be made by a panel of experts
through screening/skill test followed by viva voce. |

RELAXATION IN UPPER AGE LIMIT

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CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION



Institute of Physics

P:O: Sainik School, Bhubaneswar – 751005

Affix passport size photograph duly signed

APPLICATION FOR THE POST OF: DRIVER (Ordinary Grade)
Advt. No. IOP/Rectt/...../2014

1. Name in full (in block letter)

2. Address:

Address for correspondence	Permanent Address
PIN:	PIN:

Phone Number with STD code	
Mobile No:	
Email ID	

3. Date of Birth as per Christian Era:

D	D	M	M	Y	Y	Y	Y

4. Nationality:

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5. Gender:

Male	Female

6. Marital Status:

Unmarried	Married

7. Religion:

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8. Whether belongs to:

SC	ST	OBC	Gen

9. Were you domiciled in Kashmir Division of the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989? if yes, please attach the relevant documents

Yes		No	
-----	--	----	--

10. Are you a family member of those who died in 1984 riots? If yes please attach the relevant documents.

Yes		No	
-----	--	----	--

11. Are you a Central Govt. Civilian employee? If yes, please attach necessary certificate

Yes		No	
-----	--	----	--

12. Are you Ex-Serviceman? If yes, please attach discharge certificate.

Yes		No	
-----	--	----	--

13. Educational Qualification: (Beginning with SSC onwards)

Sl	Exam passed	Board / Univ.	Discipline	Year of Passing	Division / Grade	%age of marks obtained

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

Course of study	University/ Board/ Institution	Full time / Part time	Duration of the course	No. of semester/ subjects completed	Marks obtained

15. Experience (if any):

Organization	Position held	Whether Central / State Govt./ PSU/autonomous body	Period of service			Nature of duty
			From	To	Total Yrs	

(Particulars of all previous and present employment are to be furnished with documentary proof)

16. Whether any relations working in DAE or its constituent units or autonomous bodies, if so the particulars thereof.

Sl No	Name	Relationship	Unit	Post held

17. Are you in receipt of any scholarship from the Department of Atomic Energy? If so, please furnish particulars.

--

18. Are you under any contractual obligation to serve any Central / State Govt./ PSU/Autonomous Body? If yes give details.

--

19. Name and Address of not less than two persons to whom a reference can be made, if required.

1.	2.

20. Whether the applicant has ever served in Central or State Government or any other organization and is in receipt of any pension, gratuity or employer's share to the Provident Fund?

--

21. Any other information you intend to add:

--

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	Signed Photograph affixed on the applications	
3	Application signed	
4	Self Attested copy of each of the following certificates is attached	
a.	Proof of Date of Birth	
b.	Caste Certificate	
c.	Educational & Professional qualifications (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.	Check list attached	

Place:

Signature of the applicant

Date:

Name:

(To be issued by the forwarding organization)

_____ (Name of the Unit)

CERTIFICATE

1. Certified that the information furnished by the candidate has been verified with the service records in this office and found correct.
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4. Attested copies of APARs for the last _____ years in respect of the official are enclosed.

Certifying Officer with seal)

(Name and designation of the

ADVERTISEMENT FOR THE POST OF TRADESMAN-A
in the pay band of ₹5200-20200/- with grade pay of ₹1900/-

- | | | |
|---|---|---|
| 1. Name of the post | : | Tradesman-A (Electrician) |
| 2. Advertisement No | : | IOP/Rectt/ 03/3/2014, dated 23.09.2014 |
| 3. Last date of application : | : | 22.10.2014 |
| 4. Pay Band & Grade Pay | : | ₹5200-20200/- with GP ₹1900/-
Minimum emolument is ₹15000/-p.m |
| 5. Age | : | 18-28 years as on 01.07.2014 |
| 6. Reservation if any | : | Reserved for Scheduled Tribe only. |
| 7. Essential qualification | : | Must have passed HSC/SSC/10th with 60% marks
in Science & Mathematics subjects and ITI in
Electrician trade from a recognized Board/Council. |
| 8. Desirable qualification & Experience | : | Wireman B/C wireman license awarded
by Electrical Inspector of State Government will be
given weight age.
Candidates having a minimum of 2 years of
experience in operation and maintenance of LT & HT
electrical installations or electrical construction
experience in building substation electrification will
be given preference. |
| 9. Mode of selection | : | Selection will be made by a panel of experts
through a Screening/skill test & viva voice. |

RELAXATION IN UPPER AGE LIMIT

For Govt. Employees who are working in the same line or allied cadre upper age limit will be relaxable by 5 years. For ST upper age limit will be relaxable by 5 years. Relaxation in the upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in Kashmir division of the state of Jammu & Kashmir during the period from 1st January 1980 to 31st day of December, 1989 provided that the relaxation in the upper age limit for appearing at any examination shall be subject to the maximum number of chances permissible under the relevant rules.

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CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION

9. Were you domiciled in Kashmir Division of the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989? if yes, please attach the relevant documents

Yes		No	
-----	--	----	--

10. Are you a family member of those who died in 1984 riots? If yes please attach the relevant documents.

Yes		No	
-----	--	----	--

11. Are you a Central Govt. Civilian employee. If yes, please attach necessary certificate

Yes		No	
-----	--	----	--

12. Are you Ex-Serviceman? If yes, please attach discharge certificate.

Yes		No	
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15. Experience (if any):

Organization	Position held	Whether Central / State Govt./ PSU/autonomous body	Period of service			Nature of duty
			From	To	Total Yrs	

(Particulars of all previous and present employment are to be furnished with documentary proof)

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Sl No	Name	Relationship	Unit	Post held

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18. Are you under any contractual obligation to serve any Central / State Govt./ PSU/Autonomous Body? If yes give details.

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19. Name and Address of not less than two persons to whom a reference can be made, if required.

1.	2.

20. Whether the applicant has ever served in Central or State Government or any other organization and is in receipt of any pension, gratuity or employer's share to the Provident Fund?

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21. Any other information you intend to add:

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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	Signed Photograph affixed on the applications	
3	Application signed	
4	Self Attested copy of each of the following certificates is attached	
a.	Proof of Date of Birth	
b.	Caste Certificate	
c.	Educational & Professional qualifications (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.	Check list attached	

Place:

Signature of the applicant

Date:

Name:

(To be issued by the forwarding organization)

_____ (Name of the Unit)

CERTIFICATE

1. Certified that the information furnished by the candidate has been verified with the service records in this office and found correct.
2. Certified that no vigilance case / disciplinary proceedings is either pending or contemplated against Shri / Smt. / Kum. _____.
3. No criminal case is also pending against the above official as per the records of this office.
4. Attested copies of APARs for the last _____ years in respect of the official are enclosed.

(Name and designation of the
Certifying Officer with seal)