



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 MULTI TASKING STAFF (MTS)

ADVT. No. IOP/Recruit/12/2015-16

Last date of application: 31st August 2015 up to 3.00.P.M.

Applications in the prescribed format are invited from eligible candidates for filing up of vacant posts of **Multi-Tasking Staff (MTS)** in Institute of Physics, Bhubaneswar.

Sl	Post	No. of posts	Category			Educational Qualification	Pay Band & Grade Pay
			SC	ST	PwD		
1	Multi-Tasking Staff (MTS)	06	02	02	02 VH-01 HH-01	Must have passed 10 th standard or equivalent from a recognized Board.	₹5200 – 20200 with GP ₹1800/-

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

Persons working under the Central / State Government, PSUs, Autonomous bodies should submit the application through proper channel.

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

For further details and application format please visit website at www.iopb.res.in.

DIRECTOR

ADVERTISEMENT FOR THE POST OF MULTI TASKING STAFF (MTS)

in the pay band of ₹5200-20200/- with grade pay of ₹1800/-

1. Name of the post : Multi-Tasking Staff (MTS)
2. Advertisement No : IOP/Recruit/ 12/2015-16
3. Last date of application : 31st August 2015.
4. Nature of Post : Regular
5. Pay Band & Grade Pay : ₹ 5200-20200/- with GP ₹1800/-
Minimum emolument is ₹ 14910/- p.m.
6. Age as on : 18-27 years on the last date of application
Relaxation of age as per Govt. provision.
7. Reservation : As specified in the advertisement.
8. Qualification : Essential: Must have passed 10th standard or
equivalent examination from a recognized Board.

Desirable: Working knowledge in computer operation/ Photography/
EPABX operation & maintenance/ Laboratory equipment & apparatus
handling and exposure to Govt. office set up.

9. Mode of selection : Selection will be made by a panel of experts
through a screening test followed by interview.
10. Nature of duty : To work in Office/ laboratories / Guest House /
EPABX / Library /Garden Maintenance etc.

RELAXATION IN UPPER AGE LIMIT

Govt. Employees who are working in the same line or allied cadre upper age limit will be relaxed 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.

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.

Relaxation for Persons with Disability

- General : Maximum up to 37 years of age.
OBC : Maximum up to 40 years of age.
SC / ST : Maximum up to 42 years of age.

NOTE: Only Date of Birth indicated in School Leaving Certificate or equivalent Certificate will be accepted. No subsequent request for change shall be granted.

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) 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. Candidates fulfilling the eligibility criteria need to apply only.
3. Completed applications should be sent in sealed envelope with superscription of the post applied for and addressed to the **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. For postal delay or otherwise, the authority of the Institute are not liable.
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 along with the application self-attested SINGLE COPY of certificates as mentioned above.
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 EQUILITY AND
WOMEN CANDIDATES ARE ENCOURAGED TO APPLY**

: 2 :

15. Have you been convicted in Court of Law? If yes, Yes/ No
Give details

16. Educational Qualification: (Beginning with SSC onwards)

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

17. Additional courses taken on essential skills required for the job:

Sl	Courses attended	Board/ Univ.	Duration		Subjects studied
			From	To	

18. 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

19. 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)

20. 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

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

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

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

1.	2.
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24. 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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25. 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:

(No columns should be left blank - write not applicable wherever necessary)

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 (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:

: 5 :

(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)