



# 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 SYSTEMS MANAGER AND LIBRARIAN ( SO/C)

ADVT. No. IOP/Rectt/07/2015-16

Last date of application: May 22, 2015 up to 3.00 P.M.

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

Sl	Post	No.	Educational Qualification	Remuneration
1	Systems Manager ( SO/C)	One	B.E / B. Tech in Computer Science / Computer Engg./ Electronics & Communication / Electrical Engg. / M. Sc. in Comp. Sc. / Inf. Tech, Physics/ Mathematics with $\geq 60\%$ marks in aggregate of equivalent CGPA.	15600 – 39100/- GP 5400/-. Higher Grade for deserving cases with adequate EQ and experience may be considered.
2	Librarian (SO/C)	One	B.Sc. with M. Lib & Inf. Sc. with 55% marks, NET pass or experience in relevant field is essential.	

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 of educational qualification, experience and application format please visit website at [www.iopb.res.in](http://www.iopb.res.in).

DIRECTOR

**NOTE:** The advertisement for the post of Librarian supersedes the earlier advertisement for the said post made in June 2011

## GENERAL INFORMATION

1. Age limit between 18 - 40 years as on last date of application. Relaxation of age will be allowed in deserving cases and as per central Govt. norms prescribed from time to time. Persons with disability in the category of one leg (OL), one arm (OA), Hearing impaired (partially deaf) may apply provided the physical deformity should not be more than 40%. Hearing impairment means loss of 60 decibels or more in the better ear in the conversational range of frequencies.
2. Government employees who are working in the same line or allied cadre, upper age limit may be relaxed by 5 years. Relaxation of the upper age limit shall be admissible to all persons who had domiciled in Kashmir Division of the State of Jammu & Kashmir during 1.1.1980 – 31.12. 1989 provided that the relaxation in the upper age limit at any examination shall be subject to the maximum number of chances permissible under the relevant rules. Claim for such relaxation shall be supported by certificate issued by the Competent Authority designated by the Government of J&K to issue such certificate. Age relaxation to ex- servicemen shall be allowed as per Govt. orders.
3. Mere fulfilment of eligibility criteria does not entitle a candidate for the skill test / interview. Where the number of application is large, candidates will be short listed based on the report of the screening committee constituted for the purpose.
4. Outstation SC/ST candidates attending the skill test/interview shall be paid to & fro travelling allowance of 2<sup>nd</sup> class railway fare / Bus fare (if travelled in Govt. / Public Body buses) in the shortest route on production of tickets. However TA is not admissible to those SC/ST candidates who are already in the services of Central / State Government, PSUs, Local Govt. institutions and Panchayat and concession availed from railways or otherwise for attending interview
5. In addition to normal pay and allowances, house rent allowance, transport allowance, LTC & Medical Benefit etc. as applicable to employees of Institute of physics as per rule shall be paid to the selected incumbent. The incumbent shall be covered under New Pension Scheme of Govt. of India.
6. No correspondence in whatsoever manner regarding the interview/ appointment will be entertained All such information shall be communicated through post by the authority of the Institute.
7. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
8. **Canvassing in any form will be a disqualification.**

### How to Apply:

1. Application should be made in the prescribed format only. Any other format shall be summarily rejected.
2. Completed application along with documents mentioned below should be submitted to the **Director, Institute of Physics, P.O: Sainik School, Bhubaneswar – 751005, superscribing the post applied for**, so as to reach within the stipulated last date of application. Postal delay in any form shall not be entertained and candidates are advised to apply well in advance to avoid such. Applications sent by speed post/ courier service only will be accepted.
3. Advance copy of application will not be processed unless the original application is received through proper channel.
4. Applications which are not in conformity with the requirements shall be rejected.

### Documents to be submitted along with application form:

- i. Self-attested copy towards proof of Date of Birth
- ii. Self-attested copies towards educational qualification along with mark sheets commencing from 10+ onwards.
- iii. Experience Certificate if any
- iv. Discharge certificate from Defence service in case of ex-servicemen.
- v. Proof of effect that the candidate had been affected by 1984 riots / domiciled in Kashmir Division from 1.1.1980 – 31.12.1989 (if claiming relaxation under these category)
- vi. Recent passport size photograph – 2 nos.

**RECORD OF THE NON-SELECTED CANDIDATES SHALL NOT BE PRESERVED BEYOND SIX MONTH FROM TH DATE OF FORMATION OF SELECT LIST.**

Name of the post	Systems Manager (SO/C)	Librarian (SO/C)
Pay Band & Grade Pay	`15600 – 39100/- & Grade Pay ` 5400/-	
Remuneration on initial appointment	` 50000.00	
Educational Qualification & experience	B.E / B. Tech in Computer Science / Computer Engg./ Electronics & Communication / Electrical Engg. / M. Sc. in Comp. Sc. / Inf. Tech, Physics/ Mathematics with $\geq 60\%$ marks in aggregate of equivalent CGPA	B.Sc. with M. Lib & Inf. Sc. with 55% marks, NET pass or experience in relevant field is essential.
	Minimum 2 years of experience in systems administration including managerial duties involving purchase and commissioning of IT Hardware and Software. Knowledge of Linux OS, proficiency in Shell Script, C++, IT security and computer networking.	Working experience of two years in analogous position or seven years for NET pass candidates or in one grade below in any Central/ State Govt. Depts. / Autonomous Bodies/ University/ Research Institutes in computerized Library Management system and electronic information resources.



# Institute of Physics

**P:O: Sainik School, Bhubaneswar – 751005**

Affix passport  
size photograph  
duly signed

**APPLICATION FOR THE POST OF: .....(SO/C)**  
**Adv. No IOP/Rectt./ ...../ 2015**

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 1.1.1980 to 31.12.1989? If so attach relevant Documents thereto. Yes / No

10. Are you a family member of those died in 1984 riots? If so, attach relevant documents thereto. Yes / No

11. Are you a Central Govt. Civilian employee? If yes please attach necessary certificate. Yes / No

12. Are you Ex- Servicemen? If yes, 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. Additional courses taken on essential skills required for the job:

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

## 15. 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

## 16. 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)

## 17. 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

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

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

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: 3:

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

1.	2.
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21. 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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22. 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:

: 4:

**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: