



Institute of Physics

(An autonomous Research Institute of Dept. of Atomic Energy, Mumbai Govt. of India)
P.O.: Sainik School, Bhubaneswar – 751 005

RECRUITMENT FOR THE POST OF LOWER DIVISION CLERK (LDC)

ADVT. No. IoP/Recruit/01/2018

Last date of application : 28.05.2018

Institute of Physics, Bhubaneswar is a Premier Autonomous Research institution funded by the Department Of Atomic Energy (DAE), Mumbai is looking for filling up of the post of Lower Division Clerk (LDC):

Name of the Post	Un-reserved	Scheduled Tribe	Total
Lower Division Clerk	01	01	02

Qualification & Experience:

- Graduation in any discipline from a recognized University.
- Knowledge of use of Personal Computers and knowledge in MS-Office.
- Word Processing speed up to 40 or more w.p.m. is desirable.

Pay Level in the Pay Matrix:

Level – 2 as per 7th CPC In addition to Dearness Allowance, House Rent Allowance, Transport Allowance, Leave Travel Concession & Medical benefit and Other allowances, as admissible to employees of Institute of Physics, as per rule, shall be paid to the selected incumbent. The incumbent shall be covered under National Pension System of Government of India.

Age Limit :

Min. 18 Years & Max. 28 Years on the Last Date of Application.

Relaxation In Upper Age Limit:

Age limit as on last date of application as per Government norms for SC/ST Maximum of 5 Years.

Age relaxation to Ex- Servicemen will be as per Government Orders.

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 the Selection Process.

Copies of Certificates:

- Self-attested copies of the Educational Qualification including their Mark sheets from 10th Onwards in support to their candidature.
- Self-Attested copies of proof of Date of Birth / Age
- Self-Attested Copies of SC/ST candidates' caste certificate should be issued by authorized authority and the caste / Community should have been included in the Presidential Orders in relation to the concerned state.
- Self-Attested copies discharge of Defence Service (applicable to Ex –Servicemen only).
- Experience certificate(s) if any.

Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.

How to Apply :

- A. Application is to be submitted to "Registrar, Institute of Physics, Bhubaneswar, P.O:- Sainik School – 751 005. The Application should reach to the Office on or before **28.05.2018**. Any postal delay will not be entertained.
- B. The candidates working under Central / State Government, PSUs, Autonomous bodies should submit their applications through proper channel together with certificate as per the **Part – B** of the application format. However, they may send advance copy of the applications.
- C. Candidates fulfilling the eligibility criteria only need to apply.
- D. PHOTOGRAPHS: A recent passport size photographs should be affixed in the application form at the appropriate place duly signed by the candidate.

**CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION
THE INSTITUTE PROMOTES GENDER EQUILIBRIUM AND WOMEN CANDIDATES ARE
ENCOURAGED TO APPLY.**