



Institute of Physics

(An autonomous Research Institute of Dept. of Atomic Energy, Govt. of India)
PO: SAINIK SCHOOL, BHUBANESWAR – 751005

ADVERTISEMENT No. IOP/Recruit./2021/06/2021-22

WALK-IN INTERVIEW FOR ADMINISTRATIVE TRAINEES ON 30.10.2021

Institute of Physics, Bhubaneswar invites applications for Administrative Trainees purely on temporary basis for a period of 179 days. The interested applicants may visit our website: www.iopb.res.in for details.

Registrar



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GENERAL CONDITIONS

SELECTION PROCEDURE :

Selection will be on the basis of performance in the skill tests/Interactive session.

Candidates fulfilling the following Qualification/criteria may appear for a Skill Test **on 30.10.2021 between 0900 hrs to 1100 hrs** in the Institute. Candidates reporting after 1100 hrs shall not be allowed to participate in the selection process. The process of Selection may continue till evening or next day depending on the number of participants.

MINIMUM EDUCATIONAL QUALIFICATION : Graduation/Bachelor's Degree from UGC Recognized University. Experience / knowledge in computer applications like MS Office (Word, Excel, Power point etc.) is essential with computer typing speed of 40 w/m.

AGE LIMIT : 18 to 25 years as on 30.10.2021.

COMPENSATION : Consolidated compensation of Rs.12,000/= p.m., No other allowance is admissible.

MODE OF SELECTION : Initially the candidates have to appear for a typing speed test in computer. The successful candidates in the speed test will be eligible for computer skill test. Thereafter, passing the computer skill test, the candidates will be called for an interactive session.

Candidates should bring with them the following –

1. Complete Application form (as per the format given in our website) along with two recent colour passport size photographs.
2. Proof of Date of Birth. (10th / 12th Pass Certificate)
3. Aadhar Card, Voter ID for identity proof.
4. Original certificates and mark sheets of all examinations passed for educational qualification.
5. Candidates not fulfilling the requisite qualification/age are ineligible for the tests.
6. The qualified candidates will be called for verification of all Certificates, Mark Sheets, Testimonials and Proof of identity in original after the selection process and before the engagement.

NOTE- Incorrect/False information in the application will debar the candidate from the Selection Process.

DURATION:

The positions are purely temporary in nature and for a period of 179 days and may be extended subject to satisfactory performance and requirement of the Institute. However, maximum duration of the training period will not exceed 2 years.

WARNING: - Applications which are not in conformity with the requirements will be rejected. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for participating in the selection process. No correspondence will be entertained with candidates not selected in the selection process.

CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION.

Affix recent
Passport size
photographs duly
signed (Half on
application and half
on Photographs)

APPLICATION FOR THE POST OF **ADMINISTRATIVE TRAINEE**

Advertisement Number: _____.

Last Date of Application: _____.

A. PERSONAL INFORMATION :

1. Name in Full (Capital Letters) :

2. Father's / Husband's Name:

3. Address :

4. Telephone No.

Mobile No.																				
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5. E-mail id :

6. Gender :

7. Marital Status :

8. Date of Birth
(dd/mm/yyyy) :

9. Category (SC/ST/OBC/Gen.) :

10. Aadhar Card No. :

B. Educational Qualification :

Exam Passed	Board / University	Year of Passing	Major Subjects

C. Work Experience :

Position held	Grade Pay / Level in the Pay Matrix	Organization	From	To	Completed Years

D. References :

Sl. No.	Name	Position	Address	Tel No./Fax/E-mail

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 any 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 in the matter.

Place :

Date : Signature of the Applicant