

INSTITUTE OF PHYSICS, BHUBANESWAR

(An Autonomous Research Institute of the Department of Atomic Energy, Government of India)

P.O. Sainik School, Bhubaneswar – 751005, Odisha

Website: www.iopb.res.in

ADVERTISEMENT NO. IOP/Recruit/05/2026

Date: 22.07.2026

RECRUITMENT FOR THE POST OF REGISTRAR

Last Date for Receipt of Applications: 22.08.2026

The Institute of Physics (IoP), Bhubaneswar, an autonomous grant-in-aid research institution under the administrative control of the Department of Atomic Energy (DAE), Government of India, is a premier research institution engaged in research in frontier areas of theoretical and experimental physics.

The Institute invites applications from eligible, experienced and dynamic candidates for appointment to the post of Registrar. The Registrar is a key administrative functionary of the Institute and shall function under the authority and general control of the Director of the Institute, in accordance with the Bye-Laws, Rules and Regulations of the Institute.

Post	Pay Level	Essential Qualifications and Experience	Desirable Qualifications and Experience
Registrar	Level 13 of the 7th CPC Pay Matrix (Pre-revised PB-4 with Grade Pay ₹8,700/-)	A. Deputation/Absorption: Five (5) years of service in Level 12 of the 7th CPC Pay Matrix in the same stream, with an APAR score of 8 or above in each of the preceding five years. Age Limit: 55 years. B. Direct Recruitment: (i) Master's degree with at least 55% marks or equivalent grade from a recognized University/Institution. (ii) At least 20 years of experience in a middle/senior managerial position in Central/State Government/PSU/Autonomous Body in the field of administration, with knowledge of Government orders and rules relating to service matters. Out of the above, at least five (5) years of experience should be in Level 12 of the 7th CPC Pay Matrix or equivalent (pre-revised Grade Pay ₹7,600/-). Age Limit: 55 years.	Degree in Law/MBA and/or academic background in Science will be preferred. Experience in administration of an academic/research institution; institutional planning and budgeting; policy formulation and implementation; handling meetings of Governing Councils/Boards/Committees, including preparation of agendas, minutes and resolutions; and proficiency in e-governance, e-procurement, office automation, RTI and General Financial Rules (GFR) is desirable. The candidate should possess excellent communication, interpersonal and public-relations skills.

MODE OF RECRUITMENT

The post shall be filled first by Deputation/Absorption, in accordance with the applicable Recruitment Rules. Only in the event that a suitable candidate is not available for appointment through Deputation/Absorption, candidates applying under the Direct Recruitment mode shall be considered.

Applications are therefore invited under both Deputation/Absorption and Direct Recruitment modes. Candidates should clearly indicate the mode under which they are applying. Candidates eligible under both modes may indicate the same in their application.

JOB PROFILE

The Registrar shall be responsible for the overall administration and accounts of the Institute and shall function under the authority and general control of the Director, in accordance with the Bye-Laws, Rules and Regulations of the Institute.

The Registrar shall be the custodian of the Institute Seal and Estate and the ex-officio Non-Member Secretary to the Governing Council, and shall be responsible for maintaining the records and minutes of the Council and authenticating its orders and decisions as prescribed under the Bye-Laws.

The Registrar shall oversee the administrative/non-academic and general maintenance staff, official correspondence, maintenance and upkeep of the Institute's premises and estate, and implementation of administrative decisions. The Registrar shall also discharge the prescribed responsibilities relating to accounts, legal proceedings and disciplinary matters, and liaise with DAE, its Units/PSUs/Aided Institutions, Central and State Government organizations and other agencies, as required.

The Registrar shall perform such other duties as may be prescribed under the Bye-Laws, Rules and Regulations of the Institute or assigned by the Director or the Governing Council, as applicable.

GENERAL CONDITIONS

1. The post will be filled first through Deputation/Absorption. **Applications under Direct Recruitment shall be considered only if the post cannot be filled through Deputation/Absorption, in accordance with the applicable Recruitment Rules.**
2. Candidates should clearly indicate whether they are applying under (a) Deputation/Absorption, (b) Direct Recruitment, or (c) both, if eligible.
3. Eligibility with respect to age, educational qualifications and experience shall be determined as on the last date for receipt of applications.
4. Candidates applying under Deputation/Absorption shall submit their applications through proper channel, along with APARs for the preceding five years, Vigilance Clearance, Integrity Certificate and such other documents as may be prescribed or required as proof of their age and qualifications prescribed.
5. Candidates employed in Central/State Government, Autonomous Bodies, PSUs or Government-funded institutions shall apply through proper channel, as applicable. An advance copy may be submitted within the prescribed time.
6. Candidates should provide the names and contact details of three referees familiar with their professional work, from whom the Institute may seek confidential references.
7. Mere fulfilment of the prescribed qualifications and experience shall not confer any right upon a candidate to be called for interview or selection. The Institute reserves the right to shortlist candidates based on their qualifications, experience and suitability for the post.
8. The Institute reserves the right not to fill the post or to cancel/modify the recruitment process at any stage, in accordance with applicable rules.
9. Any corrigendum/addendum or further communication relating to this advertisement shall be published on the Institute's website.

HOW TO APPLY

Eligible candidates should submit their applications in the prescribed application form, available on the Institute's website, along with self-attested copies of relevant certificates and documents in support of their qualifications, experience, date of birth and other claims made in the application.

The envelope containing the application should be superscribed, as applicable:

"APPLICATION FOR THE POST OF REGISTRAR – DEPUTATION/ABSORPTION"

or

"APPLICATION FOR THE POST OF REGISTRAR – DIRECT RECRUITMENT"

or

"APPLICATION FOR THE POST OF REGISTRAR – DEPUTATION/ABSORPTION & DIRECT RECRUITMENT"

The soft copy of the application for the post of Registrar may be sent to the e-mail id “diroff@iopb.res.in” by **22.08.2026** and followed by the hard copy in the address mentioned below. The soft copy of the application not followed by the hard copy by **28.08.2026** will be rejected. No further communication in this regard will be entertained thereafter.

The completed application should reach:

**The Director
Institute of Physics
P.O. Sainik School
Bhubaneswar – 751005, Odisha**

**DIRECTOR
INSTITUTE OF PHYSICS, BHUBANESWAR**