



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

APPLICATION FORM FOR THE POST OF JUNIOR ADMINISTRATIVE OFFICER (JAO)

Advertisement No. IOP/Recruit/06/2026 dated 14/09/2026

Post: Junior Administrative Officer (JAO) – 01 (UR) | Pay Level: Level 8

A. PERSONAL DETAILS

Sl. No.	Particulars	Details
1	Full Name (in BLOCK LETTERS)	
2	Father's / Mother's / Spouse's Name	
3	Date of Birth (DD/MM/YYYY)	
4	Age as on closing date	
5	Nationality	
6	Category (if applicable)	
7	Present Designation	
8	Present Organization / Office	
9	Present Pay Level and Basic Pay	
10	Date of appointment to present post / Pay Level	
11	Correspondence Address	
12	Permanent Address	
13	Mobile Number	
14	Email Address	

Affix recent passport-size photograph here

B. EDUCATIONAL QUALIFICATIONS

Sl.	Degree / Qualification	University / Institution	Year	Subjects / Specialization	Marks (%) / Grade

C. EMPLOYMENT / PROFESSIONAL EXPERIENCE

Give details in chronological order, starting with the present/most recent position.

Sl.	Organization	Post Held	From	To	Pay Level / Grade Pay	Nature of Duties

D. ELIGIBILITY FOR DIRECT RECRUITMENT

1. Graduate with minimum 50% marks: Yes / No Percentage/Grade: _____
2. Total work experience in Central/State Government/PSU/Autonomous Bodies: _____ years
3. Total experience in the field of administration: _____ years
4. Experience in Level 7 and above of the 7th CPC Pay Matrix / pre-revised Grade Pay ₹4,600/- and above: _____ years
5. Briefly describe your knowledge/experience of Government orders and Rules relating to service matters:

E. APAR DETAILS (WHERE APPLICABLE)

Candidates presently employed in Central/State Government/PSU/Autonomous Bodies should provide APAR details for the preceding three years and enclose self-attested copies, where APARs are maintained. If APARs are not maintained by the employing organisation, indicate 'Not Applicable'.

Year	APAR Grading / Score	Copy Enclosed (Yes/No)

F. RELEVANT / DESIRABLE ADMINISTRATIVE EXPERIENCE

Indicate experience in one or more of the following areas, as applicable:

Area	Years of Experience	Brief Details / Nature of Work
Establishment and service matters		
Recruitment, promotion and reservation matters		
Stores and purchase		
Purchase procedures and procurement / GeM/e-procurement		
Stores and inventory management		
Asset / Fixed Asset Register maintenance and physical verification		
GFR and Government financial/procurement rules		
Audit matters and compliance with audit observations		
Accounts and administrative finance		
RTI matters		
Vigilance and disciplinary matters		
E-office/e-governance/office automation		
Administration of academic/scientific / research institutions		
Any other relevant administrative experience		

G. SIGNIFICANT ADMINISTRATIVE / PROFESSIONAL ACHIEVEMENTS

Briefly mention significant achievements relevant to the post (attach a separate sheet if required):

H. OTHER INFORMATION

1. Whether any disciplinary/vigilance case is pending or contemplated against you: Yes / No

If yes, give details:

2. Whether any penalty has been imposed during the last 10 years: Yes / No

If yes, give details:

3. Any other information relevant to your candidature:

I. DECLARATION BY THE APPLICANT

I hereby declare that the information furnished in this application is true, complete and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false, incorrect or suppressed, my candidature/appointment is liable to be cancelled/terminated in accordance with applicable rules. I have read the advertisement and certify that I fulfil the prescribed eligibility conditions.

Place: _____

Signature of Applicant: _____

Date: _____

Name: _____

J. CERTIFICATE BY THE FORWARDING AUTHORITY / EMPLOYER (WHERE APPLICABLE)

Certified that the particulars furnished by the applicant have been verified from the official records and are correct. It is also certified that no disciplinary/vigilance case is pending or contemplated against the applicant and that the applicant's integrity is certified. The APARs enclosed are true copies of the records maintained by the organisation. In the event of selection, the applicant will be relieved to take up the appointment in accordance with applicable rules.

Place: _____

Signature of Competent / Forwarding Authority: _____

Date: _____

Name & Designation: _____

Office Seal: _____

CHECKLIST OF ENCLOSURES

S.N. Particulars

- | | | |
|-----|--|--------------------------|
| 1. | Completed application form | ☐ |
| 2. | Recent passport-size photograph | ☐ |
| 3. | Self-attested proof of date of birth | ☐ |
| 4. | Self-attested copies of educational qualification certificates / mark sheets | ☐ |
| 5. | Self-attested copies of experience certificates/appointment orders | ☐ |
| 6. | Proof of service in Level 7 and above / pre-revised Grade Pay ₹4,600/- and above | ☐ |
| 7. | Self-attested copies of APARs for the preceding three years, where applicable | ☐ |
| 8. | Category certificate, where applicable for relaxation/other statutory purposes | ☐ |
| 9. | NOC / forwarding letter from employer, where applicable | ☐ |
| 10. | Any other supporting documents relevant to the application | ☐ |