

भौतिकी संस्थान, भुवनेश्वर INSTITUTE OF PHYSICS, BHUBANESWAR
Department of Atomic Energy, Government of India



ADVERTISEMENT NO.IOP/Recruit/10/2026 dt.01-10-2026

Applications are invited from eligible candidates for engagement of *Project Consultant (Scientific & Technical – 01 and Administration & Coordination – 02)* on a purely temporary basis for a period of One Year in the Institute of Physics, Bhubaneswar as mentioned below.

1 Name of the Post: Project Consultant (Scientific & Technical)

Number of positions	01
Proposed consolidated remuneration	₹40,000/- per month
Age Limit	Upper age limit: 35 years as on the last date of application.
Education Qualification	M.Sc. in Physics/Applied Physics or B.E./B.Tech. in an appropriate Engineering/Technology discipline from a recognized University/ Institution.
Desirable Qualification	Experience in a scientific/R&D/academic environment, scientific project coordination, and scientific equipment/procurement, and technical documentation, compilation of scientific progress reports or management of research activities. Good computer proficiency, particularly in spreadsheets, document preparation, presentation software and electronic record management.
Nature of Work/Job	The selected Project Consultants will, depending upon the position and work assigned: • Maintain records relating to project manpower, scientific/academic recruitment, appointments and other project activities. • Collect and compile scientific and technical progress information from the Principal Investigators and maintain milestone-wise project records. • Prepare periodic project status reports, financial/procurement statements, presentations, tables and other information required for monitoring and review of the project. • Assist in preparing data, information and correspondence required for communication with DAE/funding agencies, Institute authorities, audit/review committees and other authorized agencies. • Maintain systematic physical and electronic records relating to project sanctions, approvals, finance, procurement, manpower, scientific progress and correspondence. • Maintain action-point and pending-matter trackers and follow up with the concerned PIs and Institute sections for timely action. • Undertake other project-related administrative, technical, documentation and coordination work assigned by the Project Coordinator/competent authority.

2 Name of the Post: Project Consultant (Administration & Coordination)

Number of positions	02
Proposed consolidated remuneration	Consolidated Remuneration: ₹35,000–₹40,000/- per month, depending upon qualification and relevant experience, subject to applicable DAE/Institute norms.
Age Limit	Upper age limit: 35 years as on the last date of application.
Education Qualification	Bachelor's degree or higher in Science/Commerce/Management/Finance/Engineering/Technology or a related discipline from a recognized University/Institution. Candidates should have good computer proficiency, particularly in spreadsheets, document preparation and electronic record management.
Desirable Qualification	Experience in one or more of the following areas: project administration; finance/accounts; purchase/procurement; project manpower; office administration; preparation of reports and correspondence; or experience of working in a Government/Autonomous/Academic/R&D institution or a reputed Private Educational or Industrial organization.
Nature of Work/Job	The selected Project Consultants will, depending upon the position and work assigned: • Maintain and regularly update records of project allocation, expenditure, commitments and available balances

	• Track project-related procurement, including proposals/indents, approvals, tender/GeM processes, and purchase orders, delivery, installation /commissioning and payment status. • Prepare periodic project status reports, financial/procurement statements, presentations, tables and other information required for monitoring and review of the project. • Assist in preparing data, information and correspondence required for communication with DAE/funding agencies, Institute authorities, audit/review committees and other authorized agencies. • Maintain systematic physical and electronic records relating to project sanctions, approvals, finance, procurement, manpower, scientific progress and correspondence.
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Other Information:

Tenure	The initial engagement will be for one year and may be extended based on satisfactory performance and continued requirement of the project, subject to applicable rules and availability of funds, but not beyond the tenure of the project. The engagement is purely temporary and shall not confer any right or claim for regular appointment at the Institute of Physics.
Selection Procedure	Selection may involve scrutiny of applications followed by a written/skill test and/or interview. The written/skill test may assess computer proficiency, spreadsheet handling, preparation and interpretation of project/financial/procurement information, documentation, report preparation and drafting/communication skills. For the Scientific & Technical position, the assessment may additionally include scientific/technical comprehension and preparation of scientific project summaries. Mere fulfilment of the minimum eligibility criteria shall not entitle a candidate to be called for the selection process. In case a large number of applications are received, the Institute reserves the right to adopt suitable shortlisting criteria based on qualification, relevant experience, nature of experience and suitability to the requirements of the project and/or to conduct a written/skill test to restrict the number of candidates to be called for interview.
General Conditions	• The positions are “purely temporary, project-specific and co-terminus with the sanctioned DAE project.” The engagement should automatically cease on completion/closure/termination of the project or the approved tenure, whichever is earlier. • The prescribed qualifications should have been obtained from a recognized University/Institution. • Candidates shall provide documentary evidence in support of age, educational qualifications and experience, wherever applicable. • Relevant experience gained in Government/Autonomous/Academic/R&D institutions or reputed Private Educational or Industrial organizations may be given due consideration during shortlisting. • The Institute reserves the right to increase or decrease the number of positions, not to fill any or all of the advertised positions, and/or to modify or cancel the recruitment process without assigning any reason. • Only shortlisted candidates will be informed regarding the written/skill test and/or interview. • No correspondence regarding the shortlisting or selection process will be entertained. • The decision of the competent authority of the Institute in all matters relating to eligibility, shortlisting and selection shall be final. • The engagement may be terminated by either side by giving one month’s notice.
Date of Interview	26.10.2026
How to Apply	Interested candidates may submit the prescribed application form along with their CV and copies of relevant certificates/documents through email to registrar@iopb.res.in on or before 15.10.2026. Applicants should clearly indicate the position for which they wish to be considered: - Project Consultant (Scientific & Technical) - Project Consultant (Administration & Coordination) Candidates satisfying the eligibility requirements for more than one position may indicate their preference accordingly.

Sd/-
Registrar