



भौतिकीसंस्थान, भुवनेश्वर

## Institute of Physics, Bhubaneswar

### **RECRUITMENT FOR DIFFERENT POSTS IN THE INSTITUTE OF PHYSICS**

**ADVT. No. IOP/Recruit/11/2024**

**Last date of application: 25-12-2024**

Online applications are invited from eligible candidates for filling up of vacant posts mentioned below in Institute of Physics, Bhubaneswar.

Sl. No.	Name of the Post	No. of Post	Category			Educational Qualification	Level in the Pay Matrix	Age Limit (As on last date of Application)
			PWD	ST	UR			
01	Jr. Administrative Officer <a href="#"><u>Apply Now</u></a>	01	-	-	01	<b>Essential Qualification :</b> Post Graduation in any discipline from a recognised University. <b>Experience:</b> Minimum 8 years service in the Pay Level - 06 <b>Desirable Qualification :</b> Post Graduate Diploma in Personnel/Materials /Marketing Management from a recognised University	Level 7 in the Pay Matrix (Rs. 44,900 – 1,42,400/-)	30-45 years

The facility for submission of online application will be available **from 25.11.2024 to 25.12.2024 (upto midnight.)** Application in the prescribed format will be accepted on **25.12.2024 up to midnight of the last date** for receipt of online application.

Persons working under the Central / State Government, PSUs, Autonomous bodies should attach **“NO OBJECTION CERTIFICATE”** during the submission of the application through online.

The Authority of the Institute reserves the right to accept / reject any or all applications without assigning any reasons thereof.

For further details and application, please visit website at [www.iopb.res.in](http://www.iopb.res.in).

**REGISTRAR**

Online applications are invited from eligible candidates for filling up of vacant posts mentioned below in Institute of Physics, Bhubaneswar.

Ref. No.	Post	Educational Qualification & Experience
1	<b>Jr. Administrative Officer</b>	<p><b>Essential Qualification :</b> Post Graduation in any discipline from a recognised University.</p> <p><b>Experience:</b> Minimum 8 years service in the Pay Level - 06</p> <p><b>Desirable Qualification :</b> Post Graduate Diploma in Personnel / Materials / Marketing Management from a recognised University.</p>
	Starting Basic Pay per month	Rs. 44,900/-
	Reservation	NA
	Age	30 – 45 years
	Relaxation in age	As per Govt. Rules
	Mode of selection	Written and Personal Interview
	Nature of duty	Administration and Other

## General Terms & Conditions:

1. Application will have to be submitted through online only.
2. Candidates who have not acquired required educational qualification as on the last date of application need not apply. No further correspondence or clarification can be entertained on this matter.
3. In addition to the Basic Pay, candidates are also entitled to draw usual allowances as admissible to the employees of the Institute from time to time and medical facilities as per the rules of the Institute.
4. Accommodation in the campus shall be provided, subject to availability.
5. Candidates are requested to go through carefully the details of post and instructions.
6. Candidates working in Government / Semi Government / Public Undertakings / Autonomous bodies should upload a "**No Objection Certificate**" from the present employer during submission of application through online.
7. Candidates are required to have a valid Email ID and Mobile Number & convey the same in the application. It should be kept active during the period of the Selection process. Candidates may visit the website of the Institute for update information.
8. At the time of written examination, candidate must bring printout of the call letter through self generated admit card.
9. Before applying for the post, candidates should ensure that they fulfill all the eligibility norms.  
Candidates should have the requisite Educational & other Qualifications from recognized University / Institute as on the date of submission of the application.
10. Period of experience as prescribed in the Advertisement will be determined with reference to the last date for submission of application.

11. Mere fulfilment of requirements as laid down in the Advertisement does not entitle a candidate to be called for written examination.
12. IOP, Bhubaneswar reserves the right to accept or reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Authority of the Institute shall be final in deciding the eligibility of the candidate. The mere fact that a call letter has been issued to the candidate and allowed to appear in written examination will not imply that his / her candidature has been finally cleared or that entries made by the candidate in his / her application have been accepted as true and correct.
13. Institute reserves the right to cancel the whole process of recruitment without assigning any reasons thereof and decision of the Director, IOP, Bhubaneswar, is final in all respects.
14. Record of the non-selected candidates shall not be preserved beyond 6 months from the date of announcement of the select list.

## **How to Apply:**

- (i) Only online application will be entertained.
- (ii) The candidates would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her application. Candidature of the applicant shall remain provisional till detailed scrutiny is undertaken and the candidate is found eligible in all respects. Institute would be at liberty to reject any application at any stage of recruitment process if the candidate is found ineligible for the post or if it comes to notice that the candidate has furnished false information. The decision of Institute shall be final in deciding the eligibility of the candidate. The mere fact that a call letter has been issued to the candidate and he/she is allowed to appear in written/skill test will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.
- (iii) Issuance of an admit-card for the examination will not confer any right for appointment. Appointment will be solely subject to the fulfillment of all eligibility conditions.
- (iv) **The Candidates are required download the application from his/her registered e-mail and send the hard copy together with all enclosures by post on or before 31.12.2024. to the following address :**

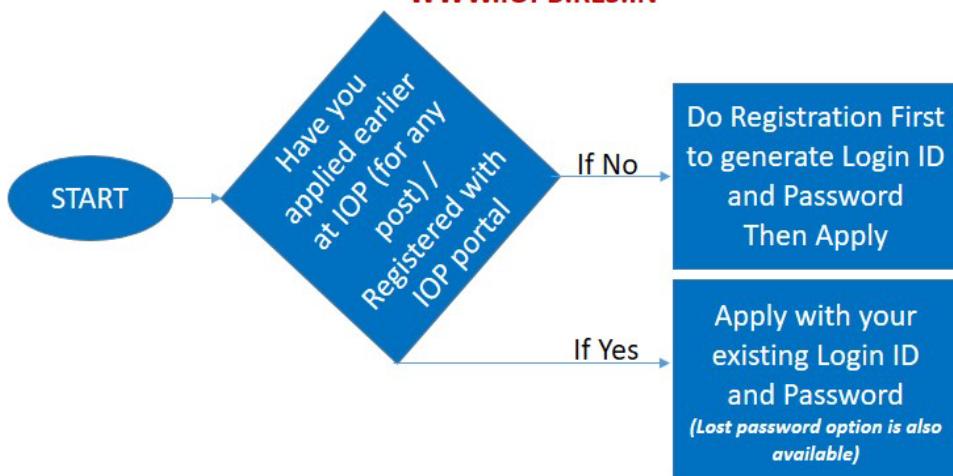
Registrar  
Institute of Physics  
Sachivalaya Marg  
P.O. Sainik School  
Bhubaneswar – 751005  
Odisha.

(v) The Candidates are required to bring original certificates along with self-attested copies of following certificates at the time of appearing for document verifications before Level-2 test on as per the information given by the Institute.

- Recent passport size colored photograph (2 nos.).
- Certificate for the proof of Age (SSC/10th pass).
- Educational / Technical Qualification.
- Experience Certificate (if applicable).
- Caste Certificate (if applicable).
- PWD Certificate from Medical Officer not below the Rank of Asst. Surgeon (if applicable)
- Any other relevant certificate (if applicable).
- Photo Identity Proof in original for personal verification (Aadhar Card, EPIC, PAN Card, Bank Pass Book or any other Govt. ID Card).

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

**FLOW CHART FOR SUBMISSION OF ONLINE APPLICATION FOR THE POST OF JR. ADMN. OFFICER  
WWW.IOPB.RES.IN**



- **Applicant should be in 30-45 age category**
- **The Photograph should be uploaded in '.jpg' format and in dimension 200 X 230 pixel**
- **The signature should be uploaded in '.jpg' format only and in dimension 140 X 60 pixel**
- **All certificate should be uploaded in pdf format in the respective field / Column.**

## Instruction for Online Application Portal

Please use the URL <https://appportal.iopb.res.in/> for online application portal.

❖ List of Requisite Documents, Photograph & Signature:

- ✓ Educational Qualification: 10<sup>th</sup>, 12<sup>th</sup>, Graduation, Post-Graduate etc. as requisite for post in PDF format.
- ✓ Category Certificate, other than unreserved category, may require to upload the certificate in PDF format.
- ✓ Essential Qualification : Master Degree
- ✓ Experience : 8 year at level 6 of 7<sup>th</sup> CPC.
- ✓ Photograph (200 x 230 pixels) is in “.jpg” format and as per mentioned dimensions. The images should be clear and there's no "red-eye", if you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- ✓ Signature (140 x 60 pixels) is in “.jpg” format and as per dimensions. The applicant required to sign on white paper preferably Black pen.

All documents and images should be less than 1 MB in size.

### **[1] Account Creation:**

[1.1] New user required to create account through “Create Account” Link.

The image contains two side-by-side screenshots of the Institute of Physics, Bhubaneswar website. Both screenshots feature the institute's logo (an atom model with a central nucleus and three electrons) and the text "Institute of Physics, Bhubaneswar" and "An Autonomous Research Institute of Department of Atomic Energy, Govt. of India".

**Left Screenshot (Login Form):** This form is titled "Login Form". It includes fields for "Username" and "Password", a "I'm not a robot" checkbox with a reCAPTCHA field, and a "Log in" button. Below the form are links for "Forgot your password?" and "New to site? Create Account" with a double-headed arrow between them.

**Right Screenshot (Create Account):** This form is titled "Create Account". It includes fields for "Input a User name", "First Name", "Last Name", "Email", and "Password", followed by a "Submit" button. At the bottom, there are links for "Already a member? Log in" and a language selection dropdown set to "English".

[1.2] Fill up the details and submit the account creation form.

[1.3] After Submission of form, pl. check your e-Mail for verification link and verify your mail through the link.

[1.4] Registered User may proceed with their credentials.

[1.5] Applicants can reset their password through “Lost your Password”. It will ask the e-Mail ID associated with account, and a link will be sent to the e-Mail ID for resetting the password.

## **[2] Applying for the Post:**

[2.1] Login with your credential to the portal.

[2.2] Click on the link as given for the post,

Post	Link
Jr. Administrative Officer	<a href="#">Apply Here</a>

[2.3] There are following section in online application form,

- Personal
- Education
  - Various Education qualification Diploma, ITI etc. may be selected through dropdown menu.
  - Applicant applying for tradesman are only required to fill up the trade.
  - In case of any higher qualification, applications may fill the details through “Add More” or else required to remove the unfilled section.

- Desirable Qualification
  - Applicant may fill the desirable qualification and upload the supporting document, if any.
- Experience
  - Applicant applying for stenographer are only required to fill up the details of English shorthand and typewriting.
- Referees

Declaration

[2.4] Applicants are requested to fill all details carefully. Once the application form is submitted, any field/details cannot be modified or changed later on and no communication in this regard will be entertained.

[2.5] Once the application form is submitted, Pl. check your e-Mail to download the filled application form and check the filled form.

- Any issue, may be reported to [recruit@iopb.res.in](mailto:recruit@iopb.res.in) (Please mention the Advt. No. and Post Applied in subject line of the e-Mail while reporting any issue).
- Applicants are requested to fill up the application form well in advance and not to wait until due date for filling up online application form. Institute will not responsible for any internet issue, server busy and/or any technical issue etc.
- All uploaded document should be clearly visible and readable.

**FOR ANY QUERY PLEASE CONTACT: 0674-23065 06 / 10**