



INSTITUTE OF PHYSICS

(An Autonomous Research Institute of Deptt. of Atomic Energy, Govt. of India)

P.O. : Sainik School, Bhubaneswar – 751 005, Web : www.iopb.res.in

ADVERTISEMENT NO.IOP/Recruit/08/2024

RECRUITMENT FOR THE POST OF REGISTRAR

Last date of Application: 20/04/2024

Institute of Physics, an autonomous grant-in-aid institution under the administrative control of the Department of Atomic Energy, Govt. of India, is one of the premier Research Centres in the country, carrying out research programmes in the frontline areas of high energy, condensed matter, atomic and nuclear physics. The Institute is looking for a dynamic and innovative REGISTRAR to Head the Administration as per the details given below.

Post	Level, Pay band & Grade Pay	Essential Qualification	Desirable Qualification
Registrar	Level-13 of 7 th CPC	<p>For Deputation : 5 (five) years of service at level-12 in the same stream with APAR score of 8 and above in each of the last five years.</p> <p>Age limit : 55 years</p> <p>For Direct Recruitment : (i) Master's degree with at least 55% marks. (ii) Essential Experience : 15 years of experience in Officer Grade i.e, in the scale of pay of Level-10 (Grade Pay 5400 and above) out of which at least 10 years should be necessarily in both the Levels 11 and 12 (Grade Pays 6600 and 7600) combined on regular and full time basis. The experience should be related to work in Scientific departments /Institutions under Central/State Governments. Candidates should have sufficient knowledge of Personnel / Establishment matters as well as Government procedures in Establishment / Accounts / Procurement / Stores etc.</p> <p>Age limit : 52 years</p>	<p>Degree in Law / MBA and/or candidates with science background will be preferred.</p> <p>Familiarity with procedure of modern management techniques and clear vision in Projection as well as preparing Plans and Budget and to be able to articulate policy matters and adequate experience in minuting meetings.</p> <p>Experience of working as Secretary in Committees and should be capable of handling Council meeting, drafting of resolution, agendas related with the educational/ research matters independently as well as with skill to implement the same into action.</p> <p>Proficiency in e-governance, e-procurement, office automation, RTI matters and provisions of General Financial Rules.</p> <p>The person should be skilled in public relations as well as to interact with the scholars, scientists, scientific assistants, trade union etc</p>

Job Description: The selected person will have the overall responsibility of running a smooth and efficient administration. The Registrar shall act as the Secretary to the Governing Council of the Institute. In all matters concerning the Institute, he shall act under the general control and orders of the Director. The Registrar is expected to interact with the Department of Atomic Energy(DAE), other DAE Units/PSUs/Aided Institutions/other Central Government/State Government Institutions etc .Details of recruitment and Application form are available in the Institute's Website www.iopb.res.in). Applications (in duplicate) in the prescribed application form superscripted "**Application for the post of Registrar on Deputation/Direct Recruitment**" may be sent to the undersigned so as to reach on or before 20/04/2024. Candidates should also give three references from whom the Institute may solicit confidential reports. Those employed in State and Central Govt. Offices/Semi-Government offices/Semi Govt. Institutions/Public Sector Undertakings should apply through Proper Channel.

DIRECTOR

Institute of physics.

RECRUITMENT FOR THE POST OF REGISTRAR

Detailed information.

POST-- Registrar
Pay And allowances;- Level 13 of the 7 th CPC. The selected candidate will be entitled to draw DA, HRA and Other allowances as per institute rule.
Mode of Recruitment : Deputation / Direct
Category--- Unreserved(UR)
Essential Qualification (Education, Age and Experience): For deputation : 5 (five) years of service at level-12 in the same stream with APAR score of 8 and above in each of the last five years. Age limit : 55 years The terms and conditions of the deputation will be as per the DoPT norms. Officers from the Central/ State Governments or Institute of national importance or Universities/University level institution or PSU a) Holding analogous post, and/or a minimum of 5 (five) years of service at level-12 in the same stream. Essential Experience: The experience should be related to work in scientific departments / Institution under Central/State Governments. Candidates should have sufficient knowledge of Personnel/Establishment matters as well as Government Procedures in Establishment / Accounts / Procurement / Stores, etc. For direct recruitment : (i) Master's degree with at least 55% marks. (ii) Essential Experience : 15 years of experience in Officer Grade i.e, in the scale of pay of Level-10 (Grade Pay 5400 and above) out of which at least 10 years should be necessarily in both the Levels 11 and 12 (Grade Pays 6600 and 7600) combined on regular and full time basis. The experience should be related to work in scientific departments /Institutions under Central/State Governments. Candidates should have sufficient knowledge of Personnel / Establishment matters as well as Government procedures in Establishment / Accounts / Procurement / Stores etc. Age limit : 52 years <i>Relaxation of age limit as per GOI rules. Only Date of Birth indicated in School Leaving Certificate will be accepted. No subsequent request for change shall be granted</i>
Desirable Qualifications : Master's Degree with at least 55% of marks. Degree in Law / MBA and or candidates with science background will be preferred.

Familiarity with procedure of modern management techniques and clear vision in Projection as well as preparing Plan and Budget and to be able to articulate policy matters and adequate experience in meetings.

Experience of working as Secretary in Committees and should be capable of handling Council meeting drafting of resolution, agendas related with the educational/ research matters independently as well as with skill to implement the same into action.

Proficiency in e-governance, e-procurement, office automation, RTI matters and provisions of General/ Financial Rules.

The person should be skilled in public relations as well as to interact with the scholars, scientists, scientific assistants, trade union etc.

Job Description :

Registrar shall report to the Director; will act as the Drawing & Disbursing Officer; will be in-charge of administration and will provide administrative support to the Director. The Registrar is Ex-officio Secretary to the Governing Council and may also be called upon to take up other duties assigned by the Director.

Selection Procedure:

The shortlisted candidates will be called for interview by a Selection Committee constituted for this purpose. The Committee, will recommend a panel of candidates to the competent authority. Subsequently, offers will be made as per the approval of the competent authority. The selection of candidate either on Deputation or on Direct Recruitment will be based on the recommendation of the Selection Committee and the approval of the competent authority.

General Instruction:

- (a) Interested candidates must apply only in **OFFLINE** mode.
- (b) Application fee of Rs.500/- (Rupees five hundred only) have to be submitted in the form of demand draft in favor of Institute Of Physics payable at Bhubaneswar. All women candidates and candidates belonging to Physically Handicapped and Ex-Servicemen categories are exempted from paying application fee, as per extant government orders. SC/ST candidates are exempted from paying fee for the posts reserved for them only. The candidates who are not exempted from paying examination fee may submit the requisite fee through demand draft only. Fee once paid will not be refunded under any circumstances. Fee paid by modes other than demand draft will not be accepted and the applications of such candidates will be rejected forthright,
- (c) Applicants who are employed in Government/Quasi Government/ Autonomous Institute/Public Sector Undertaking etc. should through proper channel, with a certificate of vigilance clearance.
- (d) Candidates applying on Deputation must attach the copies of APAR for the last five years in support of the application.
- (e) Self-Attested photo copies of documents in respected of age, educational qualification, experience and caste/ex-servicemen (for reserved categories only) of the candidates must be submitted.
- (f) No correspondence will be entertained from the candidates regarding their selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.
- (g) THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POSTS.
- (h) **Any subsequent amendments/ modifications etc. on this matter will be noticed in the Institute website only.**
- (i) Candidates appointed on Direct Recruitment will be governed by the New Pension Scheme introduced w.e.f. 01.01.2004.
- (j) **No Interim queries will be entertained.**
- (k) **The Institute will not be responsible for any postal delay.**

COPIES OF CERTIFICATES:

Candidates should submit along with their applications, attested single copy of the certificates in support of:

- (a) *Educational qualification, experience (as applicable) and technical qualifications (supported by appropriate mark sheets indicating the subjects offered at the examinations)*
- (b) *Proof of Date of Birth/Age*
- (c) *Discharge from Defence Service (applicable to Ex-servicemen only)*
- (d) *Copies of APAR for the last five years in support of the application.(for Deputation)*
- (e) *Others as per the instructions.*

NOTE: Mere fulfillment of requirements as laid down in the advertisement does not entitle a candidate to be called for written examination/ interview.

Application (in duplicate) in the prescribed application form (available in the website <https://www.iopb.res.in>) superscripted "Application for the post of Registrar on Deputation/Direct Recruitment" (strike out which is not applicable) with the requisite fee in the form of Demand Draft (wherever applicable) and the duly self-attested documents in support of age, educational qualification, experience and caste may be sent to the Director, Institute of Physics, Bhubaneswar Odisha-751005 so as to reach on or before **20/April/2024** by post.

Application received after the last date shall be treated as "**REJECTED**". Application without requisite documents will also be treated as "**REJECTED**". Application received through proper channel after the last date of receiving application will also be "**REJECTED**".

Advt. No.: IOP/Recruit/08/2024

**Sd/-
Director**

Last Date of receiving the application is : 20/April/2024

11. Educational Qualification: (Beginning with SSC onwards)

Sl	Exam passed	Board / Univ.	Discipline	Year of Passing	Division / Grade	%age of marks obtained

12. Indicate the course of study, if any the applicant is continuing presently.

Course of study	University/ Board/ Institution	Full time / Part time	Duration of the course	No. of semester/ subjects completed	Marks obtained

13. Experience:

Organization	Position held	Whether Central / State Govt./ PSU/autonomous body	Period of service			Nature of duty
			From	To	Total Yrs	

(Particulars of all previous and present employment are to be furnished with documentary proof)

14. APAR Grading for the last five years (for deputation candidates only)

Sl No	year	APAR grading	Unit/organization	Post held

(Copies to be attached)

15. Whether any relations working in DAE or its constituent units or autonomous bodies, if so the particulars thereof.

Sl No	Name	Relationship	Unit	Post held

16. Are you under any contractual obligation to serve any Central / State Govt./ PSU/Autonomous Body? If yes give details.

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17. *Name and Address of not less than three persons to whom a reference can be made, if required.*

1.	2.
3.	

18. *Whether the applicant has ever served in Central or State Government or any other organization and is in receipt of any pension, gratuity or employer's share to the Provident Fund?*

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19. *Any other information you intend to add:*

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DECLARATION

I hereby declare that the above information are factually correct to the best of my knowledge and belief and I also understand that I shall be disqualified if any of the information furnished by me is found to be incorrect or false.

Place:

Signature of the applicant

Date:

Name:

Check List to be furnished along with the application

(Put X in the Box applicable)

<i>Sl No.</i>	<i>Description</i>	
<i>1</i>	<i>Copy of application completed attached</i>	
<i>2</i>	<i>Photograph affixed on the applications</i>	
<i>3</i>	<i>Application signed</i>	
<i>4</i>	<i>An Attested copy of each of the following certificates is attached</i>	
<i>a.</i>	<i>Proof of Date of Birth</i>	
<i>b.</i>	<i>Caste Certificate</i>	
<i>c.</i>	<i>Educational & Professional qualifications (Mark list/ Board/ Degree Certificate from SSC onwards)</i>	
<i>d.</i>	<i>Experience Certificate</i>	
<i>e.</i>	<i>Discharge certificate from Defence Service (if applicable)</i>	
<i>f</i>	<i>Copies of APAR for last five years(for deputation)</i>	
<i>g.</i>	<i>Check list attached</i>	

Place:

Signature of the applicant

Date:

Name:

To be issued by the forwarding organization

_____ (Name of the Unit)

CERTIFICATE

1. Certified that the information furnished by the candidate has been verified with the service records in this office and found correct.
2. Certified that no vigilance case / disciplinary proceedings is either pending or in force against Shri / Smt. / Kum. _____.
3. No criminal case is also pending against the above official as per the records of this office.
4. Attested copies of APARs for the last _____ years in respect of the official are enclosed.

(Name and designation of the
Certifying Officer with seal)