

**CENTRE OF PLASMA PHYSICS
INSTITUTE FOR PLASMA RESEARCH
NAZIRAKHAT, KAMRUP METROPOLITAN DISTRICT
SONAPUR, GUWAHATI, ASSAM, PIN-782 402**

ADVT. NO. 3

The Centre of Plasma Physics-Institute for Plasma Research is a Centre of Institute for Plasma Research, Gandhinagar (Gujarat), which is a premier scientific institute under the Department of Atomic Energy, Govt. of India. The Centre carries out advance scientific research in important areas of Plasma Physics covering theoretical work, numerical modeling and experiments. Applications are invited from highly motivated and result oriented candidates for the post of:

Sl.No.1	ADMINISTRATIVE OFFICER – I	No. of Post – 1
	QUALIFICATION & EXPERIENCE : Graduate with Minimum 10 years experience of which at least 5 years in Supervisory Capacity in Administrative Duties.	
	JOB DESCRIPTION : The candidate will be responsible for the day-to-day administration of the Centre and will have to coordinate the activities of the various arms of administration of the Centre including finance, stores and purchase and public relations and adept with specific orientation, attitude and inter personal skills at interfacing with scientists, engineers, overseas visitors and other high level officials. Selected candidate will be required to work at Centre of Plasma Physics-Institute for Plasma Research, Sonapur,Guwahati, Assam.	

GENERAL INFORMATION

PAY SCALE : Pay Band 3 (PB-3) Rs.15600-39100 with Grade Pay Rs.5400/- (Gross Pay Rs.44625/- p.m.)

Only Indian Nationals need to apply. The persons with disabilities can also be selected on their own merit against the unreserved quota.

AGE LIMIT : 35 years and relaxable by 5 years for SC / ST candidates, 3 years for Other Backward Class and 10 years for Physically Handicapped candidates.

The Centre offers excellent career opportunity to creative and result-oriented staff with positive approach. In addition to pay and allowances, perquisites like New Pension Scheme, Medical Scheme facility under Contributory Health Service Scheme, LTC, Group Linked Insurance Scheme, Special Duty Allowance, Free Transport, Educational Allowances for school going children and subsidized Canteen facilities are admissible as per rules of the Centre.

Experience acquired should be after possessing the essential educational qualifications. **The eligibility criteria with regard to age, qualification, experience, etc. shall be determined as on 1st July 2013.**

Sleeper Class to and fro Rail / State Transport Bus fare by direct and shortest route will be reimbursed to out-station candidates called for interview on production of ticket or proof of journey such as Railway / Bus ticket or ticket no.

HOW TO APPLY : Typed application on A4 size paper **strictly** in the standard format with one recent passport size photograph duly affixed on the right hand top corner of the application along with copies of testimonials in support of Qualification and Work Experience, etc. should reach **The Centre Director**, Centre of Plasma Physics-Institute for Plasma Research at the above mentioned address **on or before 26th August 2013. The envelope should be strictly superscribed with Advt. No. and Post Applied for.**

Candidates employed in Govt. / Quasi Govt. / Public Sector Undertakings should forward their applications through proper channel or bring NOC if called for interview. The Centre reserves the right to reject any application without assigning any reason. No interim correspondence will be entertained.

Government strives to have a workforce, which reflects gender balance, and women candidates are encouraged to apply.

Centre Director