



भौतिकीसंस्थान, भुवनेश्वर
Institute of Physics, Bhubaneswar

RECRUITMENT FOR DIFFERENT POSTS IN THE INSTITUTE OF PHYSICS

ADVT. No. IOP/Recruit/02/2023

Last date of receipt of application: 31.07.2023

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 Posts	Category				Educational Qualification	Level in the Pay Matrix	Age Limit (As on last date of Application)
			SC	ST	OBC	UR			
1	Scientific Asst./ B Apply Here	03	01	-	02	-	For required educational qualification, experience and format of application, please see detailed advt. in our webpage.	Level 6 in the Pay Matrix (Rs. 35,400 – 1,12,400/-)	18-30 years
2	Stenographer Grade.-III Apply Here	01	-	-	-	01		Level 4 in the Pay Matrix (Rs. 25,500 – 81,100/-)	18-28 years
3	Lower Division Clerk Apply Here	03	01	01	-	01		Level 2 in the Pay Matrix (Rs. 19,990 – 63,200/-)	18-28 years
4	Tradesman/A (Electrician/ Mechanist/ Carpenter/ Plumber) Apply Here	05	01	-	-	04		Level 2 in the Pay Matrix (Rs. 19,990 – 63,200/-)	18-28 years

The facility for submission of online application will be available **from 23.06.2023 to 23.07.2023**. Application in the prescribed format will be accepted up to 3.00 P.M. of the last date for receipt of online application.

Persons working under the Central / State Government, PSUs, Autonomous bodies should attached **“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.

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	Scientific Assistant/B	Essential Qualification: B.Sc. (Physics) OR Diploma in Electronics Communication / Instrumentation / IT / Electrical / Mechanical. Experience: Diploma Holders must have 3 years of post-qualification experience in the respective field. Desirable: M.Sc. in Physics/B.Tech (Comp. Sci./IT)/Electrical/Mechanical/Electronics Communication. Weightage: Working knowledge in operation and maintenance of equipment and apparatus used in advanced research laboratory/ workshop & precision machineries etc.
	Starting Basic Pay per month	Rs. 35400/- p.m. in Level-6 Cell-1 as per 7 th Pay Matrix
	Reservation	OBC-2, SC-1
	Age	18-30 years as on the last date of application.
	Relaxation in age	As per Govt. norms.
	Mode of selection	Selection to be made by panel of experts through written/skill test/ interactive session.
	Nature of duty	To handle various equipment's of the Institute and IBL facilities.
2	Stenographer Grade - III	Essential Qualification: (i) Graduation in any discipline from a recognized University. (ii) Passed English Shorthand Speed of 80 words per minute and English typewriting of 40 Words per minute from the recognized institute. (iii) Knowledge of use of Personal Computers and knowledge in MS-Office.
	Starting Basic Pay per month	Rs. 25,500/- p.m. in Level-4 Cell-1 as per 7 th Pay Matrix
	Reservation	UR
	Age	18-28 years as on the last date of application.
	Mode of selection	Selection to be made by panel of experts through written/skill test/ interactive session.
3	LDC	Essential Qualification: Graduate in any discipline from a recognized University. Desirable: Experience in Microsoft Office with good communication skill. Sound knowledge of Hindi typing. Weightage: Work experience in relevant field in analogous or one grade below.
	Starting Basic Pay per month	Rs. 19900/- p.m. in Level-2 Cell-1 as per 7 th Pay Matrix
	Reservation	SC-1, ST-1, UR-1
	Age	18-28 years as on the last date of application.
	Relaxation in age	As per Govt. norms.
	Mode of selection	Selection to be made by panel of experts through written/skill test.
Nature of duty	To work as dealing hand in Office Administrative / Establishment / Accounts Section.	
4	TRADESMAN/A	Essential Qualification: (Electrician/ Mechanist/ Carpenter/ Plumber) Experience: if any
	Pay Band & Grade Pay	Rs. 19900/- p.m. in Level-2 Cell-1 as per 7 th Pay Matrix
	Reservation	UR-4, SC-1
	Age	18 – 28 years as on the last date of application.
	Relaxation in age	As per Govt. norms.
	Essential Qualification	Must have passed SSC/10 th standard with 60% marks or 12 th standard with Science & Math and ITI in Electrician / Mechanical / Carpentry / Plumbing Trade from a recognized Board / Council.

	Desirable qualification & experience	Wireman B or C license awarded by Electrical Inspector of State Govt. Candidates having 2 years or more experience in operation and maintenance of LT & HT electrical installations or electrical construction in building, substation electrification shall be given preference.
	Mode of selection	Selection shall be made by a panel of experts through written Test and skill test.

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. Selected candidates have to perform round the clock shift duties in case of requirement.
5. Accommodation in the campus shall be provided, subject to availability.
6. Candidates are requested to go through carefully the details of post and instructions.
7. 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.
8. 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.
9. At the time of written examination, candidate must bring printout of the call letter through self generated admit card.
10. 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.
11. Period of experience as prescribed in the Advertisement will be determined with reference to the last date for submission of application.
12. Mere fulfilment of requirements as laid down in the Advertisement does not entitle a candidate to be called for written examination.
13. The candidates belong to SC/ST/OBC are required to attach the valid certificate during submission of application through online. The OBC candidates are required to submit/upload the certificate as per the Govt. of India format.
14. The candidates belonging to SC/ST category are required to submit caste certificate at the time of appearing for skill test to claim reimbursement for to and fro second class railway fare / bus fare by the shortest route or the actual fare paid whichever is less, subject to production of original tickets, etc.
15. 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.
16. 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.
17. 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) Only one application is acceptable for one post. If candidate wishes to apply for more than one post, separate application should be submitted for each post.
- (v) **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 31.07.2023.**

To the following address :

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

- (vi) 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.
 - a. Recent passport size coloured photograph (2 nos.).
 - b. Certificate for the proof of Age (SSC/10th pass).
 - c. Educational / Technical Qualification.
 - d. Experience Certificate (if applicable).
 - e. Caste Certificate (if applicable).
 - f. Any other relevant certificate (if applicable).
 - g. Any Photo Identity Proof in original for personal verification.

CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION THE INSTITUTE PROMOTES GENDER EQUILIBRIUM AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY
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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: 10th, 12th, Graduation, ITI, Diploma etc. as requisite for post in PDF format.
 - ✓ Category Certificate, other than unreserved category, may require to upload the certificate in PDF format.
 - ✓ Desirable Qualification: Wireman B or C license (for tradesman electrical), Shorthand, Typewriting etc., if any as requisite for post in PDF format.
 - ✓ No Objection Certificate, in case of Govt. Employee in PDF format.
 - ✓ 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.

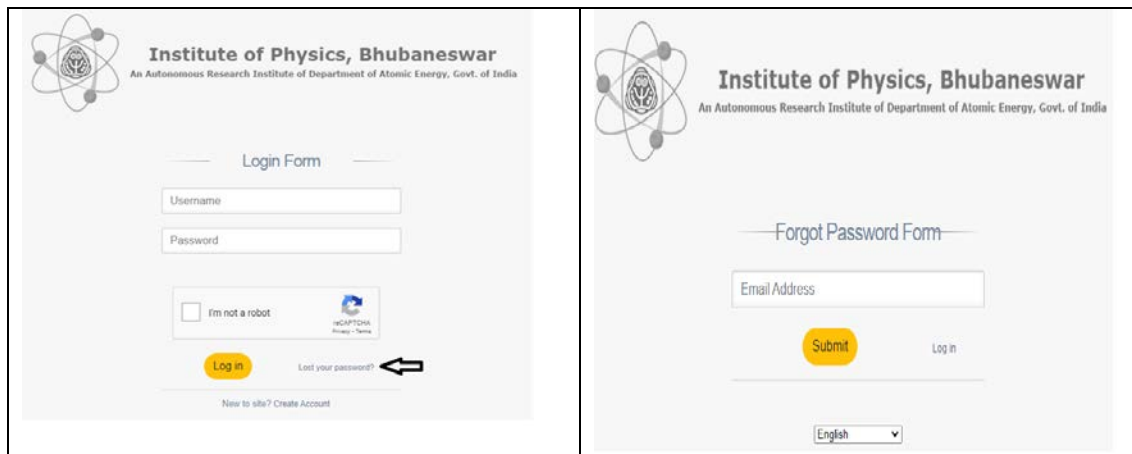
The image displays two side-by-side screenshots of the Institute of Physics, Bhubaneswar online application portal. Both screenshots feature the institute's logo and name at the top. The left screenshot shows the 'Login Form' with input fields for 'Username' and 'Password', a CAPTCHA verification step, and a yellow 'Log in' button. Below the login form, there is a link for 'Lost your password?' and a 'New to site? Create Account' link with a right-pointing arrow. The right screenshot shows the 'Create Account' form with input fields for 'Input a User name', 'First Name', 'Last Name', 'Email', and 'Password', and a yellow 'Submit' button. Below the create account form, there is a link for 'Already a member? Log in' and a language dropdown menu 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
Scientific Assistant	Apply Here
LDC	Apply Here
Stenographer Grade.-III	Apply Here
Tradesman	Apply Here

[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.

Qualification	Board/ University	Year of Passing	% of marks/CGPA	Subjects	Supporting Document	Remove
10th(Matriculation) ▼					Choose file No file chosen	
10+2 ▼					Choose file No file chosen	■
Bachelors ▼					Choose file No file chosen	■
Masters ▼					Choose file No file chosen	■

+ Add More ←

Remove the filed, in case not required.

- 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 (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.