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ADVERTISEMENT NO. 04/2022

WALK-IN-INTERVIEW

The Centre of Plasma Physics- Institute for Plasma Research (CPP-IPR), located at Nazirakhat, Sonapur, Assam, is a scientific institute of IPR (Institute of Plasma Research) under the Department of Atomic Energy, Govt. of India devoted to research and development activities in the areas of Basic Plasma Physics, Magnetic Confinement Fusion and Industrial and Societal applications of plasmas. IPR is located at Bhat Village of Gandhinagar and also has extensions of its Laboratories at GIDC Sector -25, Gandhinagar, and has a Center at Sonapur, Assam.

1. A **Walk-in-Interview** will be conducted for the recruitment of **02 (Two) no's Office Assistant (Trainee) on a temporary position**, to be posted at CPP-IPR. Interested candidates may appear before a selection committee at CPP-IPR, Nazirakhat, Sonapur, Kamrup (M), Assam on dates mentioned against each post in the following table along with all requisite documents in support of the eligibility criteria as mentioned.

Sl. No.	1	2
Post Code	OA(T)/Adm/2022/01	OA(T)/P&S/2022/01
Name & No. of the Post	Office Assistant (trainee)- Administration No. of post- 01 (Temporary)	Office Assistant (trainee)- Purchase & Stores No. of post- 01 (Temporary)
Essential Qualification	Bachelor's degree in any stream from UGC recognized university with Hindi as a subject in degree level. Additionally, a minimum 6-month diploma/ certificate in Computer Application from a govt. recognized institute.	Bachelor's degree in any stream from UGC recognized university with a minimum of 6-month diploma/ certificate in Computer Application from a govt. recognized institute.
Desirable Experience & Skill	Experience of 2 years in working with MS Office, Knowledge of Hindi typing and its software, proficiency in typing on the personal computer with a minimum speed of 20 WPM in Hindi & the ability to do correspondence in Hindi independently. Knowledge of Central Govt. rules, office procedures, and management.	Experience of 2 years in areas like purchase and tendering, familiarity with computerized purchasing systems like GeM, CPPP, Floating Enquiries / Tenders, preparation of comparative statements, preparation of purchase orders, processing of bills of purchase & contracts, etc. Knowledge of MS Office and working in various MS office software. Proficiency in typing on the personal computer with a minimum speed of 25 WPM in English & the ability to work proficiently on MS word, MS Excel & MS PowerPoint. Knowledge of Central Govt. rules.
Date of Interview	May 26, 2022	May 24, 2022

2. **Nature of Work:** The selected candidate will be required to do routine duties related to HR, General Administration, Establishment, Purchase & Stores. The job requires working knowledge of computers (MS Word, MS Excel, etc.) and the ability to do routine correspondence in Hindi/English.
3. **AGE LIMIT:** Maximum age limit for general candidates is **30 years** as of **May 01, 2022**. Age relaxation for SC/ST/PWD/OBC/Ex-servicemen candidates will be governed as per the rules & guidelines of the Government of India. The Date of Birth as recorded in the Birth Certificate / Secondary School Leaving Certificate (SSLC)/ Matriculation / Secondary School Certificate/ Aadhaar Card shall be the only acceptable document in support of proof of age.
4. **DURATION OF ENGAGEMENT:** The above posts are purely temporary and for a period of 02 (two) years, which may be extended for another one-year subject to the institute's work requirement and satisfactory performance of the candidate. The candidates will be subjected to six-monthly performance reviews and the contract duration may be terminated if the performance review is found to be not satisfactory.
5. **REMUNERATION:** The Office Assistant (Trainee) will be paid monthly emoluments of Rs. 18000/- + HRA (as per institute's rules). No other allowances shall be admissible. The medical facility will be covered for self as per the DAE CHSS rule adopted by CPP-IPR and for this facility, the necessary deduction will be made every month from the salary as per CHSS rules.
6. **SELECTION PROCESS:** Document verification of the candidates shall be scrutinized on the basis of all criteria like Age, Educational Qualifications, Category Certificate, experience, etc. and after document verification, the eligible candidates will be allowed to appear for the personal interview. The final selection of the candidate will be solely based on performance in the interview. CPP-IPR reserves the right to take any additional process of screening for the selection process
7. Candidates **must bring all their original mark sheets and certificates** in support of eligibility criteria i.e. Educational Qualification (from class 10th onwards), Experience, Other qualification, Caste, Original Identity proof, Date of birth, etc. along with a set of self-attested photocopies of the same and two copies of recent passport size photographs.
8. Candidates are to submit the duly filled application form as provided in **Annexure-A** at the time of reporting.
9. While applying for the post, candidates should mention their full name as it appears on the Matriculation / Secondary School Certificate. If a candidate has changed his/her name or dropped or added part of his/her name after Matriculation / Secondary School, they will have to submit an attested copy of Gazette Notification to this effect.
10. **Reporting time at CPP-IPR for the interview is from 9:00 AM to 11:00 AM on the date of the interview. Applicants reporting later than 11:00 AM on the date of the interview will not be considered.**
11. Neither TA/DA will be paid nor accommodation will be provided to the candidates for appearing in the walk-in-interview.
12. Any corrigendum/Addendum in respect of the above advertisement shall be made available only on CPP-IPR official website <http://www.cppipr.res.in/>. No further press advertisement will be given. Hence prospective applicants are advised to visit the <http://www.cppipr.res.in/> website regularly for the above purpose.
13. For any query, please mail at recruitment@cppipr.res.in

General Conditions:

1. Only Indian Nationals will attend the interview. The persons with disabilities can also attend against the unreserved quota.
2. Mere submission of application and appearing interview will not entail the right for claiming an appointment.
3. All the qualifications must be from recognized Indian Universities / Boards / Institutions recognized by appropriate statutory authorities only. Applicants having **qualifications from any other** countries shall submit an **equivalency certificate** from UGC / AIU.
4. Candidates belonging to SC/ST/OBC/PWD/Ex-servicemen categories are required to submit copies of the Caste Certificate/Disability Certificate issued by the Competent Authority in the prescribed format at the time of interview to avail the age relaxation, failing which they will be treated at par with “UNRESERVED (UR)” candidates. In this regard, candidates belonging to OBC must furnish an OBC-NCL certificate issued by the Competent Authority (clearly mentioned as belonging to the non-creamy layer and not older than six months as of 01.05.2022) as per the format prescribed by the Government of India.
5. Candidates employed in Central/State Government Department/Public Sector Enterprises etc. should produce NOC (No Objection Certificate) at the time of interview from their employer.
6. Applicants having work experience in Central/State Government Department/Public Sector Enterprises, and Private Sector Organizations are required to submit an experience certificate on the letterhead of the Organization/ Company having details of the Organization/ Company.
7. If the information furnished by the candidate in any part is found to be false or incomplete or is not found to conform with the eligibility criteria mentioned in the advertisement, candidature/appointment will be considered as revoked/terminated at any stage of the recruitment process or after recruitment or after joining, without any reference given to the candidate.
8. **All correspondence to the candidates will be made via e-mail id provided by the candidate in the application form given in Annexure - A.** No other mode of communication will be adopted.
9. Applicants, by the act of application, commit themselves to the highest standards of ethical practices. Fraudulent documents, canvassing in any form, or influencing the recruitment process at any stage shall result in rejection of the application and may also lead to legal action.
10. All candidates are requested to carefully go through the detailed advertisement to clear all doubts/queries.
11. Candidates selected for the interview may have to produce their original documents at the time of the interview.
12. The candidates selected for the post will have to produce the documents/ certificates (in support of age, educational qualifications, caste, PwBD, working experience, etc.) in original for verification before joining. In case of inability to produce these requisite documents in original, their candidature will stand automatically canceled.
13. Candidates have to wear masks and strictly adhere to and maintain COVID-appropriate protocol.
14. Candidates are advised to be careful in the preceding days of the interview and refrain from

- coming with the contact of COVID-positive persons.
15. CPP-IPR reserves the right to reschedule/ extend/ cancel/ change the mode of the interview to other convenient forms at the discretion of CPP-IPR.
 16. **CPP-IPR reserves the right not to select any candidate for the above posts or cancel the recruitment process at any stage without assigning any reason thereof.**
 17. The list of shortlisted candidates will be posted on the IPR website. There will be no separate communication for candidates who are not shortlisted. No correspondence in this regard will be entertained.
 18. Any dispute arising out of this advertisement/ recruitment shall be subject to the sole jurisdiction of the Courts/Tribunals situated at Guwahati only.
 19. Records of the candidates who are not selected shall be preserved only for a period of one year from the date of publication of the list of selected candidates.
 20. Candidates will have to adhere to the prevailed SOPs issued by the Competent Authority from time to time on COVID 19 during the interview period.

Sd/- Acting Centre Director

प्लाज्मा भौतिकी केंद्र - प्लाज्मा अनुसंधान संस्थान
CENTRE OF PLASMA PHYSICS-INSTITUTE FOR PLASMA RESEARCH
नाजीराखत, सेनापुर; -782 402, कमरूप(M), असम
NAZIRAKHAT, SONAPUR-782 402, KAMRUP (M), ASSAM
फोन Phone: 03612220010, 2313116, फैक्स Fax: 0361 2313110

Attach a recent
passport size
Photo

APPLICATION FOR THE POST OF OFFICE ASSISTANT (TRAINEE) ON CONTRACT BASIS
POST CODE:

1. Name of the Candidate (in Block letters) :

2. Father's/Husband Name :

3. Mother's Name :

4. Date of Birth :

5. Gender :

6. Permanent Address :

7. Correspondence Address :

8. Religion :

9. Whether belongs to SC/ST/OBC/PWD :

10. Whether PWD/Ex-serviceman :

11. E-mail & Mobile Number :

12. Details of Education Qualification from matriculation onwards (Enclosed as a separate sheet duly authenticated by your signature if the space below is insufficient).

Sl. No.	Examination Passed	Year of Passing	Name of College/Institute	University/Board	% of Marks/Division

13. Details of experience (in chronological order). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Sl. No.	Organization	Designation	Period of service	Last pay drawn basic pay & Gross emoluments	Nature of duties.

14. Details of Computer knowledge.
(with Documentary Proof)

15. Languages are known (Speak, Read & Write).

16. Additional information if any which you would like to mention in support of your suitability for the post.

DECLARATION:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me is true and complete to the best of my knowledge and belief. I undertake that if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect, or misleading then my candidature/appointment/services will stand canceled/terminated without assigning any reasons thereof.

Signature of Candidate.....

Place.....

Date.....