ADVT. NO. 02/2024

The Institute for Plasma Research (IPR) is an Aided institute 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 & Societal applications of plasmas. IPR is located in Bhat, Gandhinagar, Gujarat and also has extensions of its Laboratories at the Facilitation Centre for Industrial Plasma Technologies (FCIPT), GIDC Sector-25, Gandhinagar Gujarat and at Centre for Plasma Physics (CPP-IPR), Guwahati, Assam.

Online Applications are invited from eligible candidates for the following temporary posts on contract basis.

Post code	Name of the post	No. of Posts	Qualification & Experience
101	**SECURITY OFFICER (Contract)**	(1) One	**Essential:** The candidate should, a) be a Graduate. b) be an Ex-serviceman/ Ex-Paramilitary/ Ex-Police officer equivalent to JCO Rank (Subedar Major/ Subedar/ Naib Subedar) c) have 2 years relevant experience of working as a Security Officer in a large Organization. **Desirable:** The candidate should, a) be able to write reports and communicate in English & Hindi. b) have Knowledge and skill of firefighting and emergency handling. c) have experience in safe and efficient operations of CCTV Control Room d) have knowledge of operating computer, Baggage scanner etc.
102	**SECURITY SUPERVISOR (Contract)**	(5) Five	**Essential:** The candidate should, a) be a graduate. b) be an Ex-serviceman/ Ex-Paramilitary/ Ex-police personnel equivalent to Havildar Rank. c) have 2 years relevant experience of working as a Security Officer or Security Supervisor in a large Organization. **Desirable:** The candidate should, a) be able to write reports and communicate in English/ Hindi. b) have knowledge and skill of firefighting and emergency handling. c) have experience in safe and efficient operations of CCTV Control Room d) have knowledge of operating computer, Baggage scanner etc.

1. **JOB DESCRIPTION:**

   I) **SECURITY OFFICER (Contract):** The Security Officer will be responsible to supervise the work of the Security Supervisor as well as security personnel deployed through private security agency. The Security Officer will be responsible to ensure all preventive, protective and precautionary measures against theft, pilferage, outbreak of fire, sabotage or subversive activities. The Security Officer will ensure proper maintenance of all records relating to movement of men and material, proper deployment of security personnel in all shifts, working of gadgets, equipment, camera, exercise vigil and liaison with local police. The Security Officer will also ensure proper implementation of security policy of the Institute and proper adherence to the security instructions as given by the department from time to time. The candidate should maintain high integrity and work ethics. The Security Officer will be required to keep the reporting officer informed about any incident related to security. The Security Officer should be able to work in different shifts as and when required and attend in person to any security related emergency at the Institute.

   II) **SECURITY SUPERVISOR (Contract):** The Security Supervisor will be required to work in shifts and will supervise the work of the security personnel deployed through private security agency. The Security Supervisor will, do needful briefing & training, and maintain all records relating movement of men & material. The Security Supervisor should ensure: proper attendance & deployment of security personnel in the shifts, working of gadgets & equipment, camera, exercise vigil and liaison with local police whenever required. The Security Supervisor will be responsible to ensure all preventive, protective and precautionary measures against theft, pilferage, outbreak of fire, sabotage or subversive activities. The Security Supervisor will do all required work for discharging the duties efficiently while adhering and ensuring compliance of all instructions given to the security by the concerned officer from time to time. The candidate should maintain high integrity and work ethics.

2. **AGE LIMIT:** As on closing date for submission of Online Application:
   I. **SECURITY OFFICER (Contract):** Maximum age **56 Years** (after consideration of all relaxations).
   II. **SECURITY SUPERVISOR (Contract):** Maximum age **54 Years** (after consideration of all relaxations).

3. **TENURE:**
   Security Officer (Contract) and Security Supervisor (Contract) will be initially appointed for a period of two years. The tenure may be extended by 1 more year or a part thereof, as per the requirement of the Institute.

4. **DUTY HOURS:**
   - The Security Officer (Contract) is required to work 6 days a week, 8 Hours per day. The Security Officer might be required to work in shifts depending on work exigencies.
   - The Security Supervisors (Contract) are required to work 6 days a week, 8 Hours per day in round the clock shifts.

5. **REMUNERATION:**
   - **SECURITY OFFICER (Contract):** ₹57,000/- p.m. (Consolidated).
   - **SECURITY SUPERVISOR (Contract):** ₹37,000/- p.m. (Consolidated).

6. **PHYSICAL FITNESS**: (For both Security Officer & Security Supervisors): The candidate should be physically fit and should not have any deformity. The Eye Sight & Hearing must be fit to perform the duties described above.

   In support of physical fitness either of the following documents to be produced at the time of interview.
   - SHAPE – 1 / AYE as per Discharge book.
       OR
   - The candidate should submit a physical fitness certificate issued by the Civil Surgeon of a Government Hospital.

7. **SELECTION PROCESS**:
   The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applications on the basis of criteria mentioned above shall be called for Interview. The final selection will be based on the performance in the interview.

8. The prescribed Essential Qualifications and Experience are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

9. The candidate should, mention all qualifications and experience in the relevant fields over and above the minimum qualifications. Only those educational qualifications and experience, etc., will be considered for scrutiny / short-listing which are explicitly mentioned in the online application.

10. In the event of number of applications being large, Institute will adopt short listing criteria based on experience and age, to restrict the number of candidates to be called for interview to a reasonable number. Here, experience will be counted only after retirement from Army/ Navy/ Air Force/ Para Military Organization/Police or after completion of the essential educational qualification whichever is later and candidates lower in age will be preferred.

GENERAL INFORMATION

1. Only Indian Nationals need to apply.

2. The numbers of vacancies indicated above are provisional and may be increased / decreased depending on the actual requirement of the institute. The selected candidates can be posted at any of the IPR locations in Ahmedabad/ Gandhinagar.

3. The selected candidate is expected to perform the activities/ tasks that may be assigned by the competent authority from time to time.

4. Before filling up the Online Recruitment Application, the candidates must go through the detailed Advertisement. Please proceed to fill the online application only if you are satisfied that you possess the minimum Essential Qualifications and Experience stipulated for the post.

5. The date for determining the eligibility of all the candidates in every respect shall be the prescribed **closing date for submission of Online Application**, unless specified otherwise.

6. The applicants are advised to fill in all their particulars in the Online Application carefully and upload recent passport size colour photograph and self-attested scanned copies of the documents to support date of birth, educational qualification, experience as a serviceman and experience as ex-serviceman, age relaxation, etc., as submission of wrong information may lead to rejection through computer based short-listing. The institute reserves the right to reject applications not fulfilling the requisite criteria at any stage of the recruitment process.

7. The applicants would be called for the Interview on the basis of information filled-in by them in their online application form. In case it is found at later stage that the information furnished by the applicant is false or an applicant does not fulfil any of the eligibility conditions, the candidature of such applicants would be cancelled and no correspondence in this regard would be entertained.

8. Each applicant is advised to submit only a single Online Application against each post code. However, if the candidate submits multiple Online Applications for same post code, then it must be ensured that the Online Application with the higher 'Application ID Number' is complete in all respects. Applicants who submit multiple Online Applications should note that only the Online Recruitment Application with higher 'Application ID Number' shall be considered by the Institute.

9. All the qualifications must be from recognized Indian Universities / Boards / Institutions only. Applicants having qualifications from any other countries shall submit equivalency certificate from UGC/AIU.

10. The following certificate/documents are only acceptable as proof of Age (Any one):
    i. Date of Birth as recorded in the Birth Certificate.
    ii. Secondary School Leaving Certificate (SSLC).
    iii. Matriculation / Secondary School Certificate in which date of birth is mentioned.
    iv. Date of Birth as recorded in the Discharge book.

11. Fulfilling minimum qualification & filing an online application does not entail a call for Interview. Incomplete applications are liable to be summarily rejected. The authorities reserve all rights, not to call an applicant for Interview, without assigning any reason. In case of any issue/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. No correspondence will be entertained in this regard.

12. Candidates working under the Govt. / Aided /Autonomous/ Quasi Govt. / Public Sector Undertakings are required to submit "NO OBJECTION CERTIFICATE" from the employer, at the time of Interview, failing which they will not be allowed to appear for the Interview.

13. The Institute reserves the right to reject any application without assigning any reason. Incomplete applications are liable to be summarily rejected. No correspondence will be entertained in this regard.

14. 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.

15. The Interview will be conducted at IPR Gandhinagar. More details will be updated on website.

16. **The candidates are advised to fill-in their correct and active e-mail address and mobile number in the online application as all communications will be made by the Institute through e-mail only. The candidates are also advised to refer to the website of the Institute for regular updates of the recruitment.**

17. IPR reserves the right to not select any candidate for above post or cancel the advertisement at any stage without assigning any reason.

18. The candidates should take utmost care to fill-in the information in online application form. The list of valid applicants (candidates with valid applications) shall be prepared through computer-based shortlisting based upon the filled-in information in online application. The valid applicants shall be shortlisted for interview.

19. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals situated at Gandhinagar/ Ahmedabad only.

20. Applicants, by virtue of the act of application, commit themselves to the highest standards of ethical practices. Fraudulent documents, canvassing in any form or influencing the process of recruitment at any stage shall not only result in rejection of the application but may also lead to legal action.

21. Addendum / deletion/ corrigendum *(If any)* shall be posted on the Institute's website only i.e. https://www.ipr.res.in/documents/jobs_career.html . Candidates are advised to regularly visit the Institute's website for updates.

22. Records of the candidates not selected shall be preserved only for a period of one year from the date of publication of the list of selected candidates.

23. This advertisement is published both in English and Hindi. In case of any dispute, the English version shall prevail.

HOW TO APPLY

The portal for submission of Online Application will be live from 13/02/2024

Interested candidates are requested to apply online at Institute's website https://www.ipr.res.in/documents/jobs_career.html by **11/03/2024 (till 5.30 P.M).**

Applicants are required to upload the following documents while filling online application.

1. A recent passport size colour photograph.
2. Copies of following supporting documents:
   i) Proof of age (Refer above at sr.no.**10** of General Information)
   ii) Educational mark sheets/ degree certificate.
   iii) Discharge book or equivalent as a proof of Ex-Army/ Ex-Para Military/ Ex-police personnel etc.
   iv) Certificate regarding Experience as Ex-serviceman or after retirement.
   v) Any other relevant document(s).

Please note that there is no need to send hard copies of the application & supporting documents.

In case of any issue in filing online application, kindly contact – recruitment@ipr.res.in.

मुख्य प्रशासनिक अधिकारी **/ Chief Administrative Officer**