Advertisement No. GBPI - 01/2024

Shortlisting Result for the post of Administrative Officer

- Following were the details of the Qualifications that were advertised as per Advt. No. GBPI - 01/2024 for the post of Administrative Officer (Level 11 as per 7th CPC):

Essential Qualifications
i.   Degree of a recognized University/Institute
ii. 5 years experience in Accounts, Administration, Establishment work in a Government Office/ PSU/ Autonomous Body/ Statutory Body
iii. Maximum Age : 40 Years

Desirable Qualifications
i.   Post Graduate Degree/ Diploma
ii. At least ten years of relevant Experience in Government/ Government Research Establishments/ Autonomous Bodies/ Universities/ Statutory Organizations/ Government Organizations of high repute
iii. Knowledge in Computer Applications and Office Automation
iv. Experience in handling Administrative/ Academic & R&D / Legal /Audit / Stores & Purchase/ Establishment matters

- For the above post, a total of 306 candidates applied through online recruitment portal of the Institute whereas the hardcopy applications of only 262 candidates were received by the office within the due date (02 September 2024). Applications of only these 262 candidates were considered for the screening.

- Since the total applications received was large, as per the clause 3 and 8 of the general instructions of the Advt. GBPI – 01/2024, the institute has adopted the following enhanced criteria for shortlisting the candidates for Interview:

Enhanced criteria
1.   **Post Graduate** Degree/ Diploma with first class (60%)
2.   At least ten years of **relevant** experience in Government/ Government Research Establishments/ Autonomous Bodies/ Universities/ Statutory Organizations/ Government Organizations of high repute in **handling Administrative/ Academic & R&D / Legal /Audit / Stores & Purchase/ Establishment matters** out of which **6 years** should be in supervisory capacity (Group B and above) as on last date of receipt of online application **i.e. 23 August 2024**

- **The distribution of weightage of marks as per the above Enhanced criteria is summarized below:**

1. Educational qualification	10 Marks
a. Post Graduate Degree/ Diploma with first class (70% or above)	10
b. Post Graduate Degree/ Diploma (60% to 70%)	08
2. Experience (Cut-off date has been kept as last date of receipt of online application i.e. 23 August 2024)	**90 Marks**
a. Number of years of relevant experience (as per the advertisement) in Government/ Government Research Establishments/ Autonomous Bodies/ Universities/ Statutory Organizations/ Government Organizations of high repute in handling Administrative/ Academic & R&D/ Legal /Audit / Stores & Purchase/ Establishment matters **(2 marks for every completed year and 0.5 marks for completed quarter and a maximum of 20 marks)**	
b. Number of years of relevant experience in Government/ Government Research Establishments/ Autonomous Bodies/ Universities/ Statutory Organizations/ Government Organizations of high repute in handling Administrative/ Academic & R&D/ Legal /Audit / Stores & Purchase/ Establishment matters **in supervisory capacity i.e., Group B** (Minimum Level 6 in 7th CPC or PB2 with Grade pay 4200 in 6th CPC or equivalent in IDA pattern) and above **(6 marks for every completed years and 1.5 marks for completed quarter and a maximum of 30 marks)**	
c. In 'b' above, working experience in Central Govt./Central Autonomous Institutes (CABs)/Central Research Institutes (CRIs) for **minimum 5 years – 20 marks**	
d. Working experience in analogous post (pay level 11 or PB3 with GP 6600 in 6th CPC or equivalent in IDA pattern) and above for **minimum one year** in Central Govt./CAB/CRIs – **20 marks**	

- Age relaxation has been only extended to the ex-servicemen, PWD candidates and Central Government employees (Autonomous bodies, PSUs, State government agencies & institutes, etc. have not been considered) as per the existing norms. Since the post advertised is under UR category, the age relaxation is not applicable to the category candidates.

Based on the marks obtained by the candidates against the enhanced criteria tabulated above, a cut-off score of 85 marks has been finalized. A total of 12 candidates have been found eligible under the short-listing as per the above *enhanced criteria*. The short-listing cum screening result of applications for the post of Administrative officer is enlisted below. Candidates are advised to refer to the 'Important Instructions' section given in the end of the document.

Candidates shortlisted for the Interview

S. N.	Application No.
1	240301031073
2	240301031092
3	240301031105
4	240301031106
5	240301031130
6	240301031156
7	240301031184
8	240301031191
9	240301031201
10	240301031250
11	240301031270
12	240301031271

Candidates not shortlisted due to lesser weighted score than the cut off (85 Marks)

S.N.	Application No.
1	240301031008
2	240301031031
3	240301031022
4	240301031047
5	240301031045
6	240301031202
7	240301031054
8	240301031063
9	240301031284
10	240301031118
11	240301031125
12	240301031095
13	240301031096
14	240301031080
15	240301031262
16	240301031131
17	240301031078
18	240301031094
19	240301031139
20	240301031117
21	240301031115
22	240301031134
23	240301031150
24	240301031127
25	240301031126
26	240301031112
27	240301031107

28	240301031214
29	240301031302
30	240301031170
31	240301031217
32	240301031183
33	240301031164
34	240301031251
35	240301031265
36	240301031244
37	240301031257
38	240301031239
39	240301031223
40	240301031242
41	240301031233
42	240301031269
43	240301031249
44	240301031276
45	240301031258
46	240301031274

Candidates Screened-out (Against enhanced criteria)

S.N.	Application No.	Remarks
1	240301031275	Relevant experience less than 10 years. No Post Graduation.
2	240301031037	Overage
3	240301031001	Overage
4	240301031004	Experience not relevant.
5	240301031013	Relevant experience less than 10 years.
6	240301031040	Relevant experience less than 10 years.
7	240301031003	Age relaxation applicable (PWD). No Post Graduation
8	240301031005	Overage
9	240301031023	Relevant experience less than 10 years. No Post Graduation.
10	240301031006	Relevant experience less than 10 years.
11	240301031007	Experience not relevant
12	240301031018	Relevant experience less than 10 years.
13	240301031009	Relevant experience less than 10 years.
14	240301031010	Experience not relevant
15	240301031030	Relevant experience less than 10 years.
16	240301031011	Relevant experience less than 10 years. No Post Graduation.
17	240301031027	Relevant experience less than 10 years. No Post Graduation.
18	240301031038	No Post Graduation.
19	240301031041	Relevant experience less than 10 years
20	240301031012	Relevant experience less than 10 years. No Post Graduation.
21	240301031014	Relevant experience less than 10 years
22	240301031021	Relevant experience less than 10 years. Post Graduation not in I Division.
23	240301031020	Experience not relevant
24	240301031026	No Post Graduation.

25	240301031043	No Post Graduation.
26	240301031017	Relevant experience less than 10 years
27	240301031024	Relevant experience less than 10 years
28	240301031019	Relevant experience less than 10 years
29	240301031025	Experience not relevant
30	240301031039	Relevant experience less than 10 years. No Post Graduation.
31	240301031029	Experience not relevant
32	240301031028	Relevant experience less than 10 years. Post Graduation not in I Division.
33	240301031297	Relevant experience less than 10 years
34	240301031036	Experience not relevant
35	240301031032	Relevant experience less than 10 years. Post Graduation not in I Division.
36	240301031033	Relevant experience less than 10 years
37	240301031034	Relevant experience less than 10 years
38	240301031050	Relevant experience less than 10 years
39	240301031042	Experience not relevant
40	240301031044	Relevant experience less than 10 years
41	240301031046	Experience not relevant
42	240301031048	Experience not relevant
43	240301031060	Relevant experience less than 10 years. No Post Graduation.
44	240301031053	Overage
45	240301031102	No Post Graduation
46	240301031104	Experience not relevant
47	240301031055	Relevant experience less than 10 years
48	240301031085	No Post Graduation.
49	240301031114	Relevant experience less than 10 years. Post Graduation not in I Division.

50	240301031236	Relevant experience less than 10 years. No Post Graduation.
51	240301031058	Relevant experience less than 10 years
52	240301031229	Experience not relevant
53	240301031193	Relevant experience less than 10 years
54	240301031057	Relevant experience less than 10 years. Post Graduation not in I Division.
55	240301031059	Experience not relevant
56	240301031061	Overage even after age relaxation (Central Govt.) of 5 Years
57	240301031123	No Post Graduation
58	240301031200	Relevant experience less than 10 years
59	240301031100	Relevant experience less than 10 years
60	240301031069	Relevant experience less than 10 years. Post Graduation not in I Division.
61	240301031086	Overage
62	240301031188	Relevant experience less than 10 years
63	240301031208	Relevant experience less than 10 years. No Post Graduation.
64	240301031277	Relevant experience less than 10 years
65	240301031146	Relevant experience less than 10 years
66	240301031066	Relevant experience less than 10 years
67	240301031228	Relevant experience less than 10 years
68	240301031082	Relevant experience less than 10 years. Post Graduation not in I Division.
69	240301031142	Age relaxation applicable (Central Govt.) but relevant experience less than 10 years
70	240301031064	Relevant experience less than 10 years. No Post Graduation.
71	240301031158	Post Graduation not in I Division.
72	240301031103	Overage
73	240301031068	Overage

74	240301031101	Relevant experience less than 10 years. No Post Graduation.
75	240301031219	Experience not relevant. No Post Graduation.
76	240301031074	Relevant experience less than 10 years
77	240301031190	Relevant experience less than 10 years. No Post Graduation.
78	240301031098	Relevant experience less than 10 years. No Post Graduation.
79	240301031283	Relevant experience less than 10 years
80	240301031083	Relevant experience less than 10 years
81	240301031151	No Post Graduation.
82	240301031077	Relevant experience less than 10 years
83	240301031196	Relevant experience less than 10 years
84	240301031143	No Post Graduation.
85	240301031282	Relevant experience less than 10 years
86	240301031109	Relevant experience less than 10 years. No Post Graduation.
87	240301031135	Post Graduation not in I Division.
88	240301031197	Relevant experience less than 10 years
89	240301031234	Relevant experience less than 10 years
90	240301031076	Relevant experience less than 10 years
91	240301031070	Relevant experience less than 10 years. Post Graduation not in I Division.
92	240301031141	Relevant experience less than 10 years. No Post Graduation.
93	240301031091	Relevant experience less than 10 years
94	240301031116	Relevant experience less than 10 years
95	240301031088	Overage
96	240301031174	Relevant experience less than 10 years. No Post Graduation.
97	240301031256	Relevant experience less than 10 years
98	240301031072	Relevant experience less than 10 years. Post Graduation not in I Division.

99	240301031081	Overage
100	240301031145	Experience not relevant. Post Graduation not in I Division.
101	240301031075	Relevant experience less than 10 years
102	240301031120	Overage
103	240301031162	No Post Graduation.
104	240301031121	Post Graduation not in I Division.
105	240301031079	No Post Graduation.
106	240301031093	Overage
107	240301031166	No Post Graduation.
108	240301031108	No Post Graduation.
109	240301031247	Post Graduation not in I Division.
110	240301031216	Relevant experience less than 10 years
111	240301031138	No Post Graduation.
112	240301031289	No Post Graduation.
113	240301031167	Relevant experience less than 10 years
114	240301031089	Relevant experience less than 10 years
115	240301031111	Post Graduation not in I Division.
116	240301031159	Post Graduation not in I Division.
117	240301031152	Relevant experience less than 10 years. No Post Graduation.
118	240301031097	Relevant experience less than 10 years. Post Graduation not in I Division.
119	240301031140	Post Graduation not in I Division.
120	240301031161	Overage (Age Relaxation not applicable). Post Graduation not in I Division.
121	240301031294	Relevant experience less than 10 years. No Post Graduation.
122	240301031189	No Post Graduation.
123	240301031252	No Post Graduation.

124	240301031245	Relevant experience less than 10 years
125	240301031187	No Post Graduation.
126	240301031298	Post Graduation not in I Division.
127	240301031173	Overage
128	240301031175	Relevant experience less than 10 years. Post Graduation not in I Division.
129	240301031136	Relevant experience less than 10 years.
130	240301031119	No Post Graduation.
131	240301031182	Relevant experience less than 10 years. No Post Graduation.
132	240301031122	Relevant experience less than 10 years
133	240301031299	Relevant experience less than 10 years
134	240301031285	Experience not relevant
135	240301031177	Relevant experience less than 10 years
136	240301031186	Overage
137	240301031132	Relevant experience less than 10 years
138	240301031153	No Post Graduation.
139	240301031215	Relevant experience less than 10 years
140	240301031238	Relevant experience less than 10 years
141	240301031253	Relevant experience less than 10 years. No Post Graduation.
142	240301031198	Experience not relevant
143	240301031129	No Post Graduation.
144	240301031160	Relevant experience less than 10 years
145	240301031213	Relevant experience less than 10 years. No Post Graduation.
146	240301031179	Relevant experience less than 10 years. No Post Graduation.
147	240301031148	Experience not relevant
148	240301031133	Relevant experience less than 10 years
149	240301031172	Relevant experience less than 10 years

150	240301031163	Relevant experience less than 10 years
151	240301031137	Relevant experience less than 10 years
152	240301031171	Experience not relevant
153	240301031144	Experience not relevant
154	240301031222	Experience not relevant. No Post Graduation.
155	240301031241	Relevant experience less than 10 years. No Post Graduation.
156	240301031181	Post Graduation not in I Division.
157	240301031207	Overage
158	240301031192	Experience not relevant
159	240301031147	Experience not relevant
160	240301031212	Post Graduation not in I Division.
161	240301031231	Relevant experience less than 10 years. Post Graduation not in I Division.
162	240301031281	Age relaxation applicable (PWD). No Post Graduation
163	240301031155	Overage
164	240301031280	Overage
165	240301031211	Relevant experience less than 10 years. No Post Graduation.
166	240301031204	Age relaxation applicable (Ex. Servicemen). No Post Graduation
167	240301031199	Overage
168	240301031168	Overage
169	240301031180	Relevant experience less than 10 years. No Post Graduation.
170	240301031224	Post Graduation not in I Division.
171	240301031260	Relevant experience less than 10 years. No Post Graduation.
172	240301031206	Relevant experience less than 10 years. No Post Graduation.
173	240301031226	Relevant experience less than 10 years. No Post Graduation.
174	240301031218	Experience not relevant

175	240301031221	Age relaxation applicable (Ex. Servicemen). Post Graduation not in I Division.
176	240301031243	No Post Graduation.
177	240301031259	Relevant experience less than 10 years
178	240301031185	Experience not relevant
179	240301031194	Relevant experience less than 10 years
180	240301031195	Relevant experience less than 10 years
181	240301031210	Relevant experience less than 10 years. No Post Graduation.
182	240301031295	Relevant experience less than 10 years. No Post Graduation.
183	240301031255	Relevant experience less than 10 years
184	240301031203	Experience not relevant
185	240301031225	Overage
186	240301031287	Overage
187	240301031286	Age relaxation applicable (Ex. Servicemen).No Post Graduation.
188	240301031272	Relevant experience less than 10 years
189	240301031248	Relevant experience less than 10 years. No Post Graduation.
190	240301031232	Experience not relevant
191	240301031261	Post Graduation not in I Division.
192	240301031278	Relevant experience less than 10 years. No Post Graduation.
193	240301031264	Relevant experience less than 10 years
194	240301031273	Relevant experience less than 10 years. No Post Graduation.
195	240301031263	Relevant experience less than 10 years. Post Graduation not in I Division.
196	240301031266	Relevant experience less than 10 years
197	240301031291	Experience not relevant
198	240301031300	Post Graduation not in I Division.

199	240301031288	Relevant experience less than 10 years. No Post Graduation
200	240301031305	Overage
201	240301031303	Relevant experience less than 10 years
202	240301031296	Overage
203	240301031306	Relevant experience less than 10 years
204	240301031301	Experience not relevant. No Post Graduation
205	240301031062	Hardcopy was received after due date (2 Sep 2024)
206	240301031178	Hardcopy was received after due date (2 Sep 2024)
207	240301031290	Hardcopy was received after due date (2 Sep 2024)
208	240301031227	Hardcopy was received after due date (2 Sep 2024)
209	240301031304	Hardcopy was received after due date (2 Sep 2024)
210	240301031230	Hardcopy was received after due date (2 Sep 2024)
211	240301031237	Hardcopy was received after due date (2 Sep 2024)
212	240301031267	Hardcopy was received after due date (2 Sep 2024)
213	240301031002	Hardcopy was not received
214	240301031015	Hardcopy was not received
215	240301031016	Hardcopy was not received
216	240301031035	Hardcopy was not received
217	240301031049	Hardcopy was not received
218	240301031051	Hardcopy was not received
219	240301031052	Hardcopy was not received
220	240301031056	Hardcopy was not received
221	240301031113	Hardcopy was not received
222	240301031065	Hardcopy was not received
223	240301031254	Hardcopy was not received
224	240301031067	Hardcopy was not received
225	240301031071	Hardcopy was not received

226	240301031169	Hardcopy was not received
227	240301031165	Hardcopy was not received
228	240301031084	Hardcopy was not received
229	240301031087	Hardcopy was not received
230	240301031090	Hardcopy was not received
231	240301031154	Hardcopy was not received
232	240301031099	Hardcopy was not received
233	240301031157	Hardcopy was not received
234	240301031110	Hardcopy was not received
235	240301031124	Hardcopy was not received
236	240301031128	Hardcopy was not received
237	240301031176	Hardcopy was not received
238	240301031149	Hardcopy was not received
239	240301031220	Hardcopy was not received
240	240301031209	Hardcopy was not received
241	240301031205	Hardcopy was not received
242	240301031279	Hardcopy was not received
243	240301031235	Hardcopy was not received
244	240301031240	Hardcopy was not received
245	240301031246	Hardcopy was not received
246	240301031292	Hardcopy was not received
247	240301031086	Hardcopy was not received
248	240301031293	Hardcopy was not received

Important Instructions

Candidates desire to represent against his/her rejection in accordance with the enhanced criteria adopted for shortlisting candidates to be called for interview for this post, may submit the same with substantive ground(s)/reason(s) along with the documentary evidence(s) to email IDs ao@gbpihed.nic.in with a Cc to psdir@gbpihed.nic.in latest by 31.01.2025 with subject line: "*Representation against short-listing for the post of AO*". Mails received after this date would not be opened. All the representations would be examined and if in any case the grounds/reasons indicated therein are found to be correct as per criteria and modalities adopted, such applications would be shortlisted and rejection of others would be maintained. However, the same would be examined only with reference to the set enhanced criteria as indicated above. Thereafter, the revised and updated scrutiny details would be uploaded on the website of the Institute, if any change is made therein. No individual reply would be given to any of these e-mails. Thereafter, no further communication will be entertained in this regard.