

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

*National Centre of the Government of India for Nuclear Science & Mathematics and
a Deemed University*

1, Homi Bhabha Road, Colaba, Mumbai 400 005

Advertisement No. 2020/6

Applications are invited for the following posts tenable at Mumbai:

Sr. No.	Name Of The Post	Reservations						Age Max.	Pay Level and Pay Stage as per 7 th CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Administrative Officer (D)	1	-	-	-	-	-	45	Pay Level 11; Pay Stage 1	1,03,881/-
2	Clerk (A)	1	-	-	-	-	-	28	Pay Level 3; Pay Stage 1	35,001/-
3	Clerk (A)	1	-	-	-	-	-	28	Pay Level 3; Pay Stage 1	35,001/-
4	Clerk (A)	-	-	-	-	1	-	38	Pay Level 3; Pay Stage 1	35,001/-
5	Work Assistant	1	-	-	-	-	-	28	Pay Level 1; Pay Stage 1	28,040/-
6	Security Guard	1	-	-	-	-	-	28	Pay Level 1; Pay Stage 1	28,040/-
7	Security Guard	-	1	-	-	-	-	33	Pay Level 1; Pay Stage 1	28,040/-
8	Project Medical Officer (C)	1	-	-	-	-	-	40	Consolidated Pay (including HRA Rs.12,100/-)	75,500/-

Abbreviation: UR - Unreserved; SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Class; PwBD - Persons with Benchmark Disabilities; EWS – Economically Weaker Section; TME – Total Monthly Emoluments.

1 ADMINISTRATIVE OFFICER (D) – 1 Post (Unreserved)

Qualification & Experience:

- Post Graduate from recognised University/Institute with aggregate of 60% marks in Management / Administration.
- OR
- Graduate from a recognised University/Institute with aggregate of 60% marks and Diploma / Degree/Certificate course in Management or Administration
- Proficiency in use of personal computers and applications.
- 5 Years' experience in Level 8 and /or Level 9 and /or Level 10 or with equivalent TME (total monthly emoluments)

Desirable Qualifications / Job Requirements :

- Graduate in Science/Engineering with at least 60% marks
- Proficiency/Knowledge of Shorthand
- Preparation of Non-Plan and Plan documents in consultation with the Dean
- Record keeping and monitoring of budgets and project expenditures

- (e) Preparation of project and planning reports to be submitted to funding agencies
- (f) Preparation of annual reports, reports required to be submitted to funding agencies and other government agencies for various approvals.
- (g) Assisting Dean, NSF in induction and promotion of academic and non-academic staff under NSF, preparation of MoU/Agreements, Patent filings
- (h) Assisting the Dean, NSF in the management of the NSF office
- (i) Providing admin and secretarial assistance to Dean, NSF and various high-level scientific committees under NSF purview, in particular, preparation of the agenda and drafting minutes of committee meetings independently.

2 CLERK (A) – 1 Post (Unreserved)

Qualification & Experience:

- (a) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.
- (d) Minimum 1-year experience in clerical duties and correspondence in large and reputed organization.

Desirable: Candidates having experience in vigilance duties will be preferred.

3 CLERK (A) – 1 Post (Unreserved)

Qualification & Experience:

- (e) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (f) Knowledge of typing.
- (g) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.
- (h) Minimum 1-year experience in clerical duties and correspondence in large and reputed organization.

4 CLERK (A) – 1 Post (Persons with Benchmark Disabilities)

Qualification & Experience:

- (i) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (j) Knowledge of typing.
- (k) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.
- (l) Minimum 1-year experience in clerical duties and correspondence in large and reputed organization.

5 WORK ASSISTANT – 1 POST (Unreserved)

Qualification:

- (a) Passed S.S.C. OR Equivalent from a recognized Board.
OR
- (a) National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in the Audio visual or PC hardware

Experience: One year experience in office environment and handling of PC hardware.

Desirable: Experience in audio visual (camera, projector and PA systems), computer hardware and networking. Selected candidate needs to do office work as and when required.

6 SECURITY GUARD – 1 Post (Unreserved)

Qualification & Experience:

- (a) S.S.C OR Equivalent (Central/State Board Examinations)
 - (b) Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization.
 - (c) Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard (This clause is not applicable to candidates from Defence /CAPF)
 - (d) Knowledge of use of personal computers and applications
- Age: Maximum 28 years (Age relaxation is as per rules)

Physical Fitness

(a) Male

- Height not less than 165cms;
- Chest 80-85 cms
- Weight: corresponding to height and age as per medical standard.
- Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

(b) Female

- Height not less than 157 cms; Chest [Not applicable]
- Weight: corresponding to height and age as per medical standard.
- Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

Physical Efficiency Test

- (a) Running Fitness for male candidates: 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 8.00 minutes for 1.6 km running test conducted in TIFR Colony.
Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females: 100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 10.00 minutes for 1.6 km running test conducted in TIFR Colony.
- (b) Shot put (except females) (7.26 kgs) 4.5 mts
- (c) Chin ups except females :
 - Upto 30 years : 08-09 numbers
 - 30-40 years : 05-06 numbers
- (d) Push ups except females :
 - 40-45 years : 16-17 numbers
 - Above 45 years: 12-13 numbers
- (e) Sit ups except females :
 - Up to 30 years : 25 – 29 numbers
 - 30-40 years : 20-24 numbers
 - 40-45 years : 15-19 numbers
 - Above 45 years: 10-14 numbers

Note: Ex-servicemen, Military Service personnel and CAPF personnel with 3 years'

experience will be considered for the Pay Level 2. Ex-servicemen, Military Service personnel and CAPF personnel with 10 years' experience or more can be considered for higher Pay Level 3.

(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

7 SECURITY GUARD – 1 Post (Scheduled Caste)

Qualification & Experience:

- (e) S.S.C OR Equivalent (Central/State Board Examinations)
- (f) Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization.
- (g) Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard (This clause is not applicable to candidates from Defence /CAPF)
- (h) Knowledge of use of personal computers and applications

Age: Maximum 28 years (Age relaxation is as per rules)

Physical Fitness

(c) Male

- Height not less than 165cms;
- Chest 80-85 cms
- Weight: corresponding to height and age as per medical standard.
- Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

(d) Female

- Height not less than 157 cms; Chest [Not applicable]
- Weight: corresponding to height and age as per medical standard.
- Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

Physical Efficiency Test

- (f) Running Fitness for male candidates: 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 8.00 minutes for 1.6 km running test conducted in TIFR Colony.

Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females: 100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 10.00 minutes for 1.6 km running test conducted in TIFR Colony.

- (g) Shot put (except females) (7.26 kgs) 4.5 mts

- (h) Chin ups except females :

- Upto 30 years : 08-09 numbers
- 30-40 years : 05-06 numbers

- (i) Push ups except females :

- 40-45 years : 16-17 numbers
- Above 45 years: 12-13 numbers

- (j) Sit ups except females :

- Up to 30 years : 25 – 29 numbers
- 30-40 years : 20-24 numbers
- 40-45 years : 15-19 numbers
- Above 45 years: 10-14 numbers

Note: Ex-servicemen, Military Service personnel and CAPF personnel with 3 years' experience will be considered for the Pay Level 2. Ex-servicemen, Military Service

personnel and CAPF personnel with 10 years' experience or more can be considered for higher Pay Level 3.

(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

8 PROJECT MEDICAL OFFICER (C) – 1 UR

Qualification & Experience:

- (a) Full Time MBBS with aggregate of 60% marks from a MCI recognized institute.
- (b) Minimum 2-year clinical experience in Hospital/Clinic/Institute (excluding the period of internship)
- (c) Knowledge of use of personal computers and its applications

Job requirement

- (a) Should be able to manage patients at OPD level

Desirable

- (a) Additional course in public health will be given more weightage
- (b) Should have interest in organizing health awareness & health promotional activities

General Information :

1. All the above posts are tenable at TIFR, Colaba, Mumbai
2. Selected candidates for Sr. no. 1 to 7 are liable to be transferred to other Centres/Field Stations of the Institute, if required.
3. Higher starting salary could be considered for deserving candidates for the posts at Sr. No. 1 to 7.
4. Selected candidate for the above posts at Sr. Nos. 6 & 7 will be required to work in shifts.
5. Selected candidates for all the above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
6. The appointment for the above post at Sr. No. 8 is temporary and may be renewed each year up to a total period of 3 years depending upon performance.
7. Prescribed age should not exceed as on **July 1, 2020** for the above posts.
8. Selected candidates for the above posts at Sr. No. 1 to 7 will be governed by the National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].
9. Post/s for general category (Unreserved) – SC/ST/OBC/PwBD/EWS candidates can also apply.

10. Applications from the candidates will be accepted **ONLY ON-LINE** except for the following :-
- i. Candidates applying for above posts and who are eligible for **further age relaxation** as per extant GOI rules are required to submit applications by POST, alongwith a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with benchmark disabilities etc.**). [SC, ST, OBC and EWS candidates applying for unreserved posts are not eligible for age relaxation and should apply online].
 - ii. Applicants in Government/Semi-Government/ Public Sector Undertaking must apply through proper channel. Applicants who do not send their applications through proper channel, if called, will be able to participate in the recruitment process only upon submission of an NOC from the competent authority. However, an advance copy of application alongwith relevant enclosures may be submitted by post. Such applicants are not required to apply online.
11. Incomplete applications (online) and off-line applications without photocopy of certificate in support of age relaxation and applications received after the last date shall not be considered.
12. **On-Line applications must be submitted by January 23, 2021 and applications by post must reach Head, Establishment, Tata Institute of Fundamental Research, 1, Homi Bhabha Road, Navy Nagar, Colaba, Mumbai 400005 by January 23, 2021.** Applicants who are required to send the applications by post must superscribe the post applied for, advertisement number & serial number of the post on the envelope. The format of the application is as prescribed for on-line applications. The date of closing of application has been extended from January 12, 2021 to January 23, 2021 with respect to publication date of advertisement in EMPLOYMENT NEWS.
13. The candidates are required to produce following original documents with copies at the time of recruitment process:
- a. Printout of online application form.
 - b. Identity Proof (Aadhaar Card / Election Card / PAN Card / Passport / Driving License).
 - c. Date of birth/Proof of age.
 - d. Educational Qualification (all mark sheets and certificates).

In case Universities/Board award letter grades/CGPA/OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by the University/Board. In the absence of the same, the candidature will not be considered (While submitting original documents for verification, the candidates will have to produce the norms of the University/Board for conversion of grades/CGPA/OGPA to equivalent percentage of marks.
 - e. Experience certificate/s.
 - f. Conduct certificates from two respectable persons.
 - g. SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
 - h. Candidates applying for the post reserved for Persons with Benchmark Disability should be suffering from not less than 40% of the relevant disability for the benefit of reservations. Candidates will have to submit a Disability Certificate issued by the competent authority in the prescribed format. PwBD candidates belonging to SC/ST/OBC will be given further age relaxations as per extant GoI rules.
14. (a) Outstation candidates called for recruitment process for the posts at Sr. Nos. 1 & 8 will be paid single first class (non-air conditioned)/III Tier A/C return fare for the journey by the

shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets.

(b) Outstation candidates called for recruitment process for the post at Sr. Nos. 7 will be paid single second class return train fare for the journey by the shortest route from the nearest railway station of their place of residence to the nearest railway station of the place of interview on the production of photocopies of onward and return journey tickets. However, these candidates will have to bear the fare for the first 30 kms. both ways;

If you travel by air, you are required to travel only by the national carrier, AIR INDIA with the tickets purchased only from Air India website or Air India booking counter. The air-fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes.

15. The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications and experience will not entitle an applicant to be called for the recruitment process. More vacancies may also be filled through this advertisement. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form shall disqualify the candidate.
16. Before applying for the post, the candidate should ensure that he fulfills the eligibility and criteria. Recruitment authorities would be free to reject application not fulfilling the requisite criteria at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be terminated from service if appointed.
17. Due to Covid-19 pandemic, the Institute reserves the right to conduct written tests, skill tests, interviews etc. online.
