

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. 2022/17

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 Assistant (B) – 1 Post	0	0	0	1	0	0	36	Pay Level 6; Pay Stage 1	61,818/-
2	Security Guard – 2 Posts	2	0	0	0	0	0	28	Pay Level 1; Pay Stage 1	31,329/-
3	Project Scientific Officer (C) – 2 Posts	2	0	0	0	0	0	28	Consolidated Pay (includes HRA)	89,900/-

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

1	<p><u>ADMINISTRATIVE ASSISTANT (B) –1 POST (OTHER BACKWARD CLASS)</u></p> <p><u>Qualification & Experience:</u></p> <p>(a) Graduate from a recognised University /Institute with aggregate of 55% marks. (b) Proficiency in word processing/data base/accounting procedures. (c) 5 years' experience in Accounts/ Purchase/ Stores/General Admin /Establishment in a large and reputed organization.</p> <p><u>Desirable:</u></p> <p>(a) Graduate (full time) in Arts/Commerce/Science preferred (b) Proficient in using personal computers and MS Office applications (c) Excellent written and oral communication skills (d) Experience as Personal Assistant or Secretary (e) Knowledge of Stenography (English)</p> <p><u>Applicants with over qualification will not be considered.</u></p>
2	<p><u>SECURITY GUARD – TWO POSTS (UNRESERVED)</u></p> <p><u>Qualification & Experience:</u></p> <p>(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 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</p> <p><u>Desirable :</u> First Aid Certificate (This clause is not applicable to candidates from Defence /CAPF).</p>

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

(c) Push ups except females :

40-45 years : 16-17 numbers

Above 45 years: 12-13 numbers

(d) 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).

3 **PROJECT SCIENTIFIC OFFICER (C) – TWO POSTS (UNRESERVED)**

Qualification & Experience:

- (a) Full time Degree in Engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute in Computer Science / Information Technology.
- (b) **Experience:** Minimum 3 years' experience in relevant field.

Desirable:

Experience / Certification in Java and Oracle

Job Requirement: The candidate should have

- (a) a clear understanding of web application development concepts using JSP/Servlets/Angular/Spring/Hibernate
- (b) Have good programming skills in Java and PL/SQL
- (c) Have clear concepts of DBMS and SQL
- (d) be active and open to acquiring new skills
- (e) **have good communication and interpersonal skills.**

Job Profile: The candidate will be required to

- (a) work in a software development team for web application development using Java, Angular, Spring frameworks, android based applications, PL/SQL
- (b) resolve bugs in existing software

General Information :

1. All the above posts are tenable at TIFR, Colaba, Mumbai.
2. Selected candidates for Sr. No. 1 and 2 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 at Sr. No. 1 and 2.
4. The appointment for the above post at Sr. No. 3 is temporary and may be renewed each year up to a total period of 3 years depending upon performance.
5. Selected candidate for the posts at Sr. Nos. 2 will be required to work in round-the-clock shift duties.
6. Selected candidates for all the above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
7. Prescribed age should not exceed as on **July 01, 2022** for the above posts.
8. Selected candidates for the above posts at Sr. No. 1 and 2 will be governed by the National Pension

System applicable to the Central Government service [unless already governed by CCS (Pension) Rules 1972].

9. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD 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 October 01, 2022 and applications by post must reach Administrative Officer (D), Recruitment Cell, Tata Institute of Fundamental Research, 1, Homi Bhabha Road, Navy Nagar, Colaba, Mumbai 400005 by October 01, 2022.** Applicants who are required to send the applications by post must superscribe the post applied for, advertisement No. & serial number of the post on the envelope. The format of the application is as prescribed for on-line applications.

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. OBC candidates should submit a valid copy of the Non-Creamy Layer certificate issued by competent authority in the Govt. of India format. The OBC Non Creamy Layer certificate in GOI format should be preferably for the current financial year on the date of closing of application or utmost not earlier than one year from the date of closing of application.

14. (a) Outstation candidates called for recruitment process for the posts at Sr. No. 3 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. 1 will be paid single second class (non-air conditioned) return train 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;

"If you travel by air, you are required to purchase air tickets ONLY from 1) M/s Balmer Lawrie & Company Limited (BLCL) 2) M/s Ashok Travels & Tours (ATT) 3) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC). BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED. 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 they fulfill the eligibility and other 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. The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.



