

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. 2021/13

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) – One Post	1	0	0	0	0	0	45	Pay Level 11; Pay Stage 1	1,14,151/-
2	Scientific Assistant (B) – One Post	1	0	0	0	0	0	28	Pay Level 6; Pay Stage 1	59,478/-
3	Scientific Assistant (B) – One Post	0	0	0	1	0	0	31	Pay Level 6; Pay Stage 1	59,478/-
4	Junior Engineer (B) [Civil] – One Post	1	0	0	0	0	0	28	Pay Level 6; Pay Stage 1	59,478/-
5	Junior Engineer (B) [Electrical] – One Post	0	0	0	1	0	0	31	Pay Level 6; Pay Stage 1	59,478/-
6	Administrative Assistant (B) – One Post	1	0	0	0	0	0	33	Pay Level 6; Pay Stage 1	59,478/-
7	Tradesman (B) [Plumbing] – One Post	0	0	0	1	0	0	31	Pay Level 3; Pay Stage 1	38,243/-
8	Tradesman (B) [Electrical] – One Post	1	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	38,243/-
9	Clerk (A) – One Post	1	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	38,243/-
10	Clerk (A) – One Post	0	0	0	1	0	0	31	Pay Level 3; Pay Stage 1	38,243/-
11	Work Assistant [Masonry] – One Post	1	0	0	0	0	0	28	Pay Level 1; Pay Stage 1	30,168/-
12	Work Assistant [Fitter] – One Post	0	0	0	0	0	1	28	Pay Level 1; Pay Stage 1	30,168/-

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>ADMINISTRATIVE OFFICER (D) – One Post - UR</p> <p>Qualification & Experience :</p> <p>(a) Post Graduate from recognised University/Institute with aggregate of 60% marks in Management/Administration.</p> <p style="text-align: center;">OR</p> <p>Graduate from a recognised University/Institute with aggregate of 60% marks and Diploma /Degree/Certificate course in Management or Administration.</p> <p>(b) Proficiency in use of personal computers and applications.</p> <p>Experience:</p> <p>5 Years' experience in Level 8 and/or Level 9 and/or Level 10 or with equivalent TME (total monthly emoluments).</p> <p>Desirable Qualifications and Job Requirements :</p> <p>a) The applicant should have knowledge of Government of India Rules; Regulations in Finance, CCS Rules, FRSR, Establishment, Services Rules and Welfare matters. Candidate should be able to run a responsible administration while ensuring speed, quality and attention to details.</p>
---	---

Munim

	<p>b) Skill in handling oral and written official correspondence.</p> <p>c) Knowledge of data management software.</p>
2	<p>Scientific Assistant (B) – One Post - UR</p> <p>Qualification & Experience :</p> <p>a. Full time Diploma in Engineering (from a recognized university/Institute with aggregate of 60% marks) in the field of Electronics & Communication Engineering.</p> <p style="text-align: center;">OR</p> <p>Full time Science Graduate (from a recognized university/Institute with aggregate of 60% marks) in Electronics.</p> <p>b. Knowledge of use of personal computers and its applications.</p> <p>c. Two years of experience in the domain of Electronics, Troubleshooting the boards, micro-controllers and its programming.</p> <p>Desirable :</p> <p>a) Full time Diploma in Engineering (from a recognized university/Institute with aggregate of 60% marks) in first attempt in the field of Electronics & Communication Engineering. Knowledge of use of personal computers and its applications like C, Java, Python etc. OR</p> <p>b) Full time Science Graduate (from a recognized university/Institute with aggregate of 60% marks) in first attempt in Electronics. Knowledge of use of personal computers and its applications like C, Java, Python etc.</p>
3	<p>Scientific Assistant (B) – One Post - OBC</p> <p>Qualification & Experience :</p> <p>(a) Full Time Science Graduate (from a recognized University/Institute with aggregate of 60% marks) in Physics, Electronics, Applied Physics or Electrical disciplines.</p> <p style="text-align: center;">OR</p> <p>Full time Diploma in Engineering (from a recognized University/Institute with aggregate of 60% marks) in Electronics & Communication Engineering</p> <p>(b) Knowledge of use of personal computers and its applications.</p> <p>(c) Minimum 1 year of experience in the domain of Electronics (Knowledge of Digital and Analog Electronics, Troubleshooting of boards, micro-controllers and its programming. Knowledge of FPGA, Aduino / Raspberry Pi, etc)</p>

M. Kumar

	<p>Desirable :</p> <ul style="list-style-type: none"> (a) Knowledge of computer applications such as LabView, Python, C etc (b) Ability and enthusiasm to carry out installation, testing, operation and maintenance of electrical equipment and assist in the day-to-day operation of the lab (including help with lab purchases and office work). (c) Higher degrees (including B Tech, BE etc.) in electronics or electrical discipline is also acceptable.
4	<p>Junior Engineer (B) [Civil] – One Post - UR</p> <p>Qualification & Experience:</p> <ul style="list-style-type: none"> (a) Full Time Diploma in Civil Engineering (from a recognized University/Institute with aggregate of 60% marks). (b) Knowledge of use of personal computers and its applications. (c) 2 years' experience in supervision of civil & public health activities during construction works in a reputed organization. <p>Job requirement : Supervision of civil & public health activities during construction works, supervision of maintenance jobs of all civil works in buildings & roads by departmental staff , preparation of bills, preparation of estimates, tendering job, documentary work related with works contract etc.</p> <p>Desirable : Knowledge of government tender process, estimation & tender preparation. Knowledge of ACAD for preparation of Civil drawing is desirable.</p>
5	<p>Junior Engineer (B) [Electrical] – One Post - OBC</p> <p>Qualification & Experience:</p> <ul style="list-style-type: none"> (a) Full Time Diploma in Electrical Engineering (from a recognized University/Institute with aggregate of 60% marks). (b) Knowledge of use of personal computers and its applications. (c) 2 years' experience in supervision of electrical maintenance work in a reputed organization. <p>Job requirement Supervision of Electrical maintenance work such as Installation, testing, commissioning, operation and maintenance of LT/HT electrical equipment and wiring installations including street lighting etc., troubleshooting and fixing electrical problems in single/ three phase supply system having various colour codes and its proper identification.</p> <p>Desirable Qualification & Experience : Knowledge in government tender process, estimation & tender preparation. Knowledge of ACAD for preparation of electrical drawing is desirable.</p>

6	<p>ADMINISTRATIVE ASSISTANT (B) – ONE POST - UR</p> <p>Qualification & Experience</p> <p>(a) Graduate from a recognised University /Institute with aggregate of 55% marks.</p> <p>(b) Proficiency in word processing/data base.</p> <p>(c) 5 years' experience in Establishment /General Admin /HR in a large and reputed organization.</p> <p>Desirable:</p> <p>a) Proficient in oral and written communication in English.</p> <p>b) Proficient in computer skills (like MS Office – specially in Excel) and with excellent interpersonal skills.</p>
7	<p>Tradesman (B) [Plumbing] – One Post - OBC</p> <p>Qualification & Experience :</p> <p>(a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Plumbing Trade.</p> <p>(b) Two years' experience in the field mentioned in the job requirement</p> <p style="text-align: center;">OR</p> <p>(a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Plumbing trade.</p> <p>(b) One year experience in the field mentioned in the job requirement</p> <p>Job requirement : Experience in the Work for Maintenance/Construction of residential colony and Public Buildings at various locations and heights. Fix, repair and maintain all Public Health related works such as G.I., C.I, PVC, Stoneware pipes, CP fittings, sanitary ware works etc. and all Public Health related works</p> <p>Desirable: The candidate should possess good health and will be required to assist senior technicians.</p>
8	<p>Tradesman (B) [Electrical] – One Post - UR</p> <p>Qualification & Experience :</p> <p>a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Electrical trade.</p>

b) Two years' experience in the field mentioned in the job requirement

OR

(a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in **Electrical trade**.

(b) One year experience in the field mentioned in the job requirement

Job Requirement :

Experience in the field of Installation, testing, commissioning, operation and maintenance of LT/HT electrical equipment and wiring installations including street lighting etc., troubleshooting and fixing electrical problems in single/ three phase supply system having various colour codes and its proper identification.

Desirable :

The candidate should possess good health and will be required to assist senior technicians.

9 **Clerk (A) – One Post - UR**

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: Candidate should have experience in Establishment / Accounts / General Administration / Purchase / Stores works. Proficiency in MS office – Excel etc.

10 **Clerk (A) – One Post - OBC**

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.

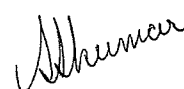
	<p>Desirable: Candidate should have experience in Establishment / Accounts / General Administration / Purchase / Stores works. Proficiency in MS office – Excel etc.</p>
11	<p>Work Assistant [Masonry]– One Post - UR</p> <p>Qualification & Experience :</p> <p>(a) Passed S.S.C. OR Equivalent from a recognized Board. OR</p> <p>(a) National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in Mason trade.</p> <p>One-year experience in civil construction work.</p> <p>Desirable: The candidate should possess good health and will be required to assist senior technicians.</p>
12	<p>Work Assistant [Fitter] – One Post - EWS</p> <p>Qualification & Experience :</p> <p>(a) Passed S.S.C. OR Equivalent from a recognized Board. OR</p> <p>(b) National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in Fitter trade.</p> <p>One-year experience in assisting plumbers, pump operators, millright fitters in maintenance work.</p> <p>Desirable: The candidate should possess good health and will be required to assist senior technicians.</p>
<p><u>General Information :</u></p> <ol style="list-style-type: none"> All the above posts are tenable at TIFR, Colaba, Mumbai. Selected candidates are liable to be transferred to other Centres/Field Stations of the Institute, if required. Higher starting salary could be considered for deserving candidates. Appointment for the above posts at Sr.Nos. 2,3,4,5,7 and 8, will be initially for a period of three years, including probation period of one year. Continuing appointment beyond the initial period of three years will be subject to the results of a comprehensive review and performance appraisal. After successful review, the appointment is continued till superannuation age, which is sixty. 	

5. Selected candidate for the above posts at Sr.Nos. 4,5,7,8,11 and 12 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 1, 2021** for the above posts.
8. Selected candidates for the above posts 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. Candidates applying for EWS reserved post should not be covered under the scheme of reservation for SCs, STs and OBCs.

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 and OBC 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 8th January 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 8th January, 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. Nos. 1 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 posts at Sr. Nos.2, 3, 4, 5 and 6 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;
- (d) 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 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. Due to Covid-19 pandemic, the Institute reserves the right to conduct written tests, skill tests, interviews etc. online.