



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Sy.No.36/P, Gopanpally Village, Serilingampally Mandal,
Ranga Reddy Dist. Hyderabad – 500 046
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Advertisement No. 2020/03

Applications are invited for the following posts tenable at Hyderabad. Please visit our website for application details and prescribed requirements <http://www.tifrh.res.in/index.php/staff-positions/>.

Sr. No.	Name of the Post	Reservations					Age Below	Pay Level & Pay Stage	TME
		UR	SC	ST	OBC	PwBD			
1	Scientific Officer (C)	1	-	-	-	-	28	Pay Level -10; Pay Stage 1	Rs. 87,525/-
2	Engineer (C)	-	-	-	1	-	31	Pay Level -10; Pay Stage 1	Rs. 87,525/-
3	Engineer (C)	-	1	-	-	-	33	Pay Level -10; Pay Stage 1	Rs. 87,525/-
4	Scientific Assistant (B)	-	1	-	-	-	33	Pay Level -6; Pay Stage 1	Rs. 54,126/-
5	Project Scientific Officer (B)	1	-	-	-	-	28	Rs. 61,500/- consolidated pay	Rs. 61,500/- consolidated pay (including HRA of Rs. 10,200/-)
6	Project Scientific Assistant (B)	1	-	-	-	-	28	Rs. 46,500/- consolidated pay	Rs. 46,500/- consolidated pay (including HRA of Rs. 7,600/-)
7	Administrative Assistant (B)	1	-	-	-	-	33	Pay Level -6; Pay Stage 1	Rs. 54,126/-
8	Administrative Assistant (B)	1	-	-	-	-	33	Pay Level -6; Pay Stage 1	Rs. 54,126/-
9	Administrative Assistant (B)	-	-	-	1	-	36	Pay Level -6; Pay Stage 1	Rs. 54,126/-
10	Clerk (A)	-	-	-	1	-	31	Pay Level – 3; Pay Stage 1	Rs. 35,001/-

Abbreviations: UR – Unreserved; OBC – Other Backward Classes; SC- Scheduled Caste; PwBD - Persons with Benchmark Disability (OH – Orthopedically Handicapped; HH – Hearing Handicapped); TME - Total Monthly Emoluments.

1. **SCIENTIFIC OFFICER (C): One Post (Un-Reserved)** Pay Level 10; Pay Stage 1; Total Monthly Emoluments: Rs.87,525/- ; HQ: Hyderabad.

Essential Qualifications: Full Time Masters degree in Science (with aggregate of 60% marks) from a recognized university / institute.

Essential Experience: 2 years' of post-qualification experience with;

- a) Demonstrated scientific communication skills reaching out to lay audience.
- b) Applicant should have outstanding verbal and written communication skills in English (scientific and non-scientific) displayed in terms of articles written by them in different streams of media.

Desirable: Experience in writing science articles in newspapers, science journals or online portals, good interpersonal and teamwork skills, interest in outreach and popularization of science and in

generating endowments. Candidate must have the desire to initiate new ideas and be independent thinker.

Job Responsibilities : The person will need to be independent, enthusiastic and self-motivated to be part of a growing institute to handle a broad range of responsibilities which include writing creative articles/blogs on scientific programmes of the Institute for a general audience, initiate and maintain internal magazine, newsletters, library, content writing to maintain website & annual reports, organizing scientific conferences, promoting research and assist in generating institute endowments through different channels of communication.

Please provide the following documents while applying online:

Applicants need to submit minimum five examples of your science writing skills in any streams of media to support the capabilities in general communication.

2. **ENGINEER (C): One Post (Reserved for Other Backward Class):** Pay Level 10; Pay Stage 1; Total Monthly Emoluments: Rs.87,525/- ; HQ: Hyderabad.

Essential Qualifications: Full Time B.E. / B. Tech with aggregate of 60% marks in Civil Engineering from a recognized university.

Essential Experience: 1 year post qualification experience in the relevant field.

Desirable:

- a) Good knowledge of CPWD work procedures and building codes.
- b) Experience of supervision of construction of at least one single building from foundation level to superstructure
- c) Knowledge of quality control, rate analysis, cost estimation, recording measurements in measurement Books, certification of contractors bills, etc.
- d) Knowledge of AutoCAD and use of personal computers and its applications.

Job Responsibilities:

Cost estimation, tender evaluation, quality control, preparation of rate analysis for extra/deviated items, recording measurement of works in Measurement Books(MB), Certification of contractors running/final Bills, maintaining record of test reports, coordinating for civil and allied works required for electrical, HVAC and firefighting at site, supervising outsourced annual maintenance contracts for various bulk services i.e., plumbing, horticulture and landscaping works, water treatment plant, sewage treatment plant, and carpentry works.

3. **ENGINEER (C): One Post (Reserved for Scheduled Caste):** Pay Level 10; Pay Stage 1; Total Monthly Emoluments: Rs.87,525/- ; HQ: Hyderabad.

Essential Qualifications: Full Time B.E. / B. Tech with aggregate of 60% marks in Civil Engineering from a recognized university.

Essential Experience: 1 year post qualification experience in the relevant field.

Desirable:

- e) Good knowledge of CPWD work procedures and building codes.
- f) Experience of supervision of construction of at least one single building from foundation level to superstructure
- g) Knowledge of quality control, rate analysis, cost estimation, recording measurements in measurement Books, certification of contractors bills, etc.
- h) Knowledge of AutoCAD and use of personal computers and its applications.

Job Responsibilities:

Cost estimation, tender evaluation, quality control, preparation of rate analysis for extra/deviated items, recording measurement of works in Measurement Books(MB), Certification of contractors running/final Bills, maintaining record of test reports, coordinating for civil and allied works required for electrical, HVAC and firefighting at site, supervising outsourced annual maintenance contracts for various bulk services i.e., plumbing, horticulture and landscaping works, water treatment plant, sewage treatment plant, and carpentry works.

4. **SCIENTIFIC ASSISTANT (B): One Post - (Reserved For Scheduled Caste):** Pay Level 6; Pay Stage 1; Total Monthly Emoluments: Rs. 54,126/- ; HQ: Hyderabad.

Essential Qualifications:

a) Full time B.Sc. in Electronics/Instrumentational Engineering with 60% marks in aggregate (OR) SSC/HSC. Diploma in Electronics/Instrumentational Engineering with 60% marks in aggregate.

b) Knowledge of use of personal computers and its applications.

Essential Experience: Minimum 1 year post qualification experience in assembly, testing and maintenance of electronics (digital/analogue), power supply and control circuits.

Desirable: Experience in working in scientific laboratories with instrumentation. Experience with making mechanical drawings and interface with the workshop for building scientific apparatus is desired. Experience in handling optical systems will be an added advantage. Interest in IOT based methodology will be added advantage.

Job Responsibilities:

a) Maintenance of High Vacuum Target chambers and beamline end stations for intense laser matter activities and Interact with Laser lab members to design, build and assemble vacuum components.

b) He/she is required to monitor and operate Laser Modules of the present intense laser system.

c) He/she is required to repair electronic modules and also design electronic units required for the experiments.

d) Routine administrative and organizational duties for the smooth operations of the laboratory, including assistance in procurements.

5. **PROJECT SCIENTIFIC OFFICER (B): ONE POST – (Un-Reserved):** Temporary for one year and may be renewed each year up to a total period of three years depending upon performance and requirement.

Essential Qualifications: full time Master of Science in any discipline with minimum 60% of marks in aggregate (OR) B.E. / B. Tech. degree in any discipline with minimum 60% of marks in aggregate.

Essential Experience: Minimum 1 year post qualification experience in creating illustrations. Basic experience with vector graphic editing software such as Inscape or Illustrator is necessary. While submitting the application, please provide a link to an online repository or website that will have examples of your artwork.

Desirable: Strong artistic abilities, basic 2D/3D animation skills, a flair for storytelling.

Job Responsibilities:

a) The candidate is required to design engaging digital and print artwork for use in the institute's science media centre initiatives. A major part of the candidate's role is to create scientifically accurate illustrations that explain the research being conducted in TIFR Hyderabad.

- b) The candidate is also expected to contribute to posters for institute events (such as conferences and science cafe 'Sawaal-Jawaab' posters).
- c) The person will need to be independent, enthusiastic and self-motivated with an ability to adhere to strict deadlines.
- d) We would like to encourage the candidate to explore possibilities of creating animations to explain a scientific concept to a general audience.

6. **PROJECT SCIENTIFIC ASSISTANT (B): One Post; (Un-Reserved):** Temporary for one year and may be renewed each year up to a total period of three years depending upon performance and requirement.

Essential Qualification:

- a) Full Time Science Graduate in Biological Science stream from a recognized university / institute with aggregate of 60% marks (or) Full Time B. Pharmacy from a recognized university / institute with aggregate of 60% marks (or) Full Time Diploma in Veterinarian Science from a recognized university / institute with aggregate of 60 % marks.
- b) Knowledge of use of personal computers and its applications.

Essential Experience: Minimum 1 year post qualification experience with laboratory mouse handling.

Desirable: Experience in assisted reproductive technologies such as mouse IVF, embryo handling

Job Responsibilities:

- Providing basic animal care, routine monitoring including feeding of laboratory mice.
- Help with cleaning, sanitation, sterilization of cages, racks, equipment, supplies or animal care rooms.
- Assist mouse facility in-charge and veterinarian in assigned duties.
- Provide with record keeping as per CPCSEA norms.
- Assist in receiving, storing and rotating feed, bedding and other animal care supplies and equipment.
- Assist with procedures such as sample collection, colony genotyping via PCR.
- Available to provide emergency care and assistance on weekends or holidays, when required.

Please provide the following documents while applying online:

- a) 1-page cover letter giving an overview of your past experience and why you are interested in this position.
- b) Complete CV with Contact details of previous supervisor.
7. **ADMINISTRATIVE ASSISTANT (B) (ACCOUNTS): One Post (Un-Reserved):** Pay Level 6; Pay Stage 1; Total Monthly Emoluments: Rs. 54,126/-; HQ: Hyderabad.

Essential Qualifications: a) Graduate from a recognized university / institute with aggregate of 55% marks b) Proficiency in word processing / data base / accounting procedures.

Essential Experience: 5 years' of post-qualification experience in Accounts in a large and reputed organization.

Desirable:

- a) Applicant should have knowledge of Govt. Financial Rules (FRSR), working knowledge in purchase, accounts, stores, inventory, preparation of financial statements, budget work etc.

- b) Proficiency in handling of computers.
- c) Proficient in oral and written communication in English
- d) Preference will be given to commerce graduates.

Job Responsibilities: All works related to Accounts.

8. **ADMINISTRATIVE ASSISTANT (B): ONE POST (UN-RESERVED):** Pay Level 6; Pay Stage 1; Total Monthly Emoluments: Rs. 54,126/- ; HQ: Hyderabad.

Essential Qualifications: a) Graduate from a recognized university / institute with aggregate of 55% marks b) Proficiency in word processing / data base / accounting procedures.

Essential Experience: 5 years' of post-qualification experience in Purchase / Stores in a large and reputed organization.

Desirable:

- a) Knowledge of GFR, Government e-procurement, Government e-Marketplace (GeM) and other purchase rules and regulations.
- b) Proficient in oral and written communication in English.
- c) Proficiency in handling of computers.

Job Responsibilities: All works related to purchase & stores.

9. **ADMINISTRATIVE ASSISTANT (B): ONE POST (Reserved for Other Backward Class):** Pay Level 6; Pay Stage 1; Total Monthly Emoluments: Rs. 54,126/- ; HQ: Hyderabad.

Essential Qualifications: a) Graduate from a recognized university / institute with aggregate of 55% marks b) Proficiency in word processing / data base.

Essential Experience: 5 years' of post-qualification experience in General Administration / Establishment / HR in a large and reputed organization.

Desirable:

- a) Proficient in oral and written communication in English.
- b) Proficient in computer skills (like MS Office, Spreadsheets, Google docs etc.) and with excellent interpersonal skills.

Job Responsibilities: All works related to General Administration, Establishment and HR.

10. **CLERK- A: One Post (Reserved for Other Backward Class):** Pay Level 3; Pay Stage 1; Total Monthly Emoluments: Rs. 35,001/- ; HQ: Hyderabad.

Essential Qualifications: a) Graduate from a recognized 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

Essential Experience: Minimum 1 year post qualification experience in clerical duties and correspondence in large and reputed organization.

Desirable: Candidate should have experience in Accounts/Purchase/General Administration/ Establishment works.

General Information:

Higher starting salary could be considered for deserving candidates

Candidates are liable to be transferred to other Centres / Field Stations of the Institute, if required.

Appointment for post Serial Number of the posts – 1 to 4 will be initially for a period of three years, including probation period of one year. Continuing appointment beyond the initial period 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.

Appoint for Serial Number of the post – 7 to 10 will be initially for a period of one year, including probation period. Continuing appointment beyond the initial period 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.

Selected candidates may have to work outside office hours and on Saturdays/Sundays and holidays.

Prescribed age should not exceed as on **January 1, 2020** for the above posts.

Selected candidates for the above posts will be governed by National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].

Posts for the general category (Unreserved) – SC/ST/OBC/EWS/PwBD (Persons with Benchmark Disabilities) candidates can also apply.

Applications from the candidates will be accepted **ONLY ON-LINE.**

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, along with a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with Benchmark disabilities etc.**). [SC, ST & OBC candidates applying for unreserved posts are not eligible for age relaxation and should apply online].

Applicants working 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 allowed for Written Test / interview only upon submission of the NOC from the competent authority. However, an advance copy of application along with the relevant enclosure may be submitted by post before the due date.

Written Tests / interview for the posts, as applicable, may get shifted to early 2021 on account of the current Covid 19 pandemic situation.

Incomplete applications and applications without photocopy of certificates in support of age relaxation and applications received after the last date shall not be considered.

i) On-line applications must be submitted by **29 July 2020** and **applications by post must reach the Administrative Officer, TIFR Hyderabad by 29 July 2020**. Applicants who are required to send the applications by post must super scribe 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.

ii) Note: The candidates are required to produce following original documents with copies at the time of test/interview:

- a. Printout of online application form.
- b. Identity proof (Aadhar 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. Caste Certificate in proper Govt. format (if applied for reserved posts)
 - h. SC/ST/OBC & PwBD certificate (wherever applicable) in the Government of India format. 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.
 - i. Candidates applying for the post reserved for Persons with Benchmark Disability (HH/OH) should 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 Gol rules.
- iii) Outstation candidates called for recruitment process for the post at Sr. No.1 to 3 will be paid single First Class (not air-conditioned) / III Tier AC Train Fare train fare for the journey by the shortest route from the nearest railway station of their place of residence to the place of interview on the production of onward and return journey tickets.
- iv) Outstation candidates called for recruitment process for the post at Sr. No. 4 to 9 will be paid single Second Class (not 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.
- v) If you travel by air, your air-fare will be restricted to the train fare (as per travelling allowance applicable to you) on production of tickets and boarding passes.
- vi) The Institute reserves the right to restrict the number of candidates for interview to reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for interview. 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.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order 1962@.The Constitution (Pondicherry) Scheduled Castes Order 1964@;

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991 @

The Constitution (ST) orders (Second Amendment) Act, 991 @

The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of

Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____

Place _____

Signature _____

Date _____

*Designation _____

(with seal of office) State/Union Territory

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificates:

- i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/ Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

OBC NON-CREMY LAYER CERTIFICATE FORMAT

Annexure

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.