

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. 2018/9

Applications are invited for the following posts :

Sr. No.	Name of the Post	Reservations					Age Below	Pay Level and Pay Stage as per 7 th CPC Pay Matrix	TME
		UR	SC	ST	OBC	PwBD			
1	SCIENTIFIC ASSISTANT (B)	1	0	0	0	0	28	Pay Level 6; Pay Stage 1	Rs.51006/-
2	JUNIOR ENGINEER (B)	1	0	0	0	0	28	Pay Level 6; Pay Stage 1	Rs.51006/-
3	JUNIOR ENGINEER (B)	0	0	0	1	0	31	Pay Level 6; Pay Stage 1	Rs.51006/-
4	CLERK (A)	1	0	0	0	0	28	Pay Level 3; Pay Stage 1	Rs.32977/-
5	CLERK (A)	1	0	0	0	0	28	Pay Level 3; Pay Stage 1	Rs.32977/-
6	TRADESMAN (B) - [AC MECHANIC]	1	0	0	0	0	28	Pay Level 3; Pay Stage 1	Rs.32977/-
7	TRADESMAN (B) - [CIVIL DRAUGHTSMAN]	1	0	0	0	0	28	Pay Level 3; Pay Stage 1	Rs.32977/-
8	TRADESMAN (B) – [ELECTRICAL]	0	1	0	0	0	33	Pay Level 3; Pay Stage 1	Rs.32977/-
9	WORK ASSISTANT – [PLUMBER]	1	0	0	0	0	28	Pay Level 1; Pay Stage 1	Rs.26492/-
10	WORK ASSISTANT – [ELECTRICAL]	1	0	0	0	0	28	Pay Level 1; Pay Stage 1	Rs.26492/-
11	WORK ASSISTANT – [ELECTRICAL]	0	0	0	1	0	31	Pay Level 1; Pay Stage 1	Rs.26492/-
12	CLERK TRAINEE	1	0	0	0	0	28	Monthly Stipend Rs.15000/-	
13	CLERK TRAINEE	1	0	0	0	0	28	Monthly Stipend Rs.15000/-	
14	CLERK TRAINEE	1	0	0	0	0	28	Monthly Stipend Rs.15000/-	
15	PROJECT ENGINEER ‘C’	1	0	0	0	0	30	Consolidated Pay Rs.63000/- (including HRA Rs.4000/-)	

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

Sr. No. 1 : **SCIENTIFIC ASSISTANT (B) – UNRESERVED**

Qualification : i) Bachelor's degree in Bio-sciences with 60% marks.
ii) Knowledge of use of personal computers and its applications.

Experience: Minimum 1 year/s experience with the maintenance of fly culture facility and genetic manipulation technology used in Drosophila is desirable. The candidate would be required to maintain the Drosophila culture facility at the department. He/She is required to have good theoretical and a working

knowledge of genetics and fly husbandry at the time of the interview. He / She will be engaged in maintaining stocks, training first-year students and providing daily assistance to the users.

Desirable: Bio-science with all first class career record.

Applicants with over qualification will not be considered

Sr. No. 2 : JUNIOR ENGINEER (B) – UNRESERVED

Qualification: i) SSC/HSC. (ii) Diploma in Instrumentation / Electronics / Computer Technology / Telecommunications engineering (3 years full time course) with 60% marks. (iii) Knowledge of use of personal computers and its applications.

Experience: Two years of work experience in handling the below mentioned system.

- 1) IP-CCTV system with more than 50 IP cameras of various types (fixed focus, PTZ etc) and related hardware and software.
- 2) IP-CCTV system related Servers, RAID based Storage, Camera License management, Window OS and Uninterrupted Power supply units.
- 3) Intelligent Addressable Fire Alarm System.
- 4) Basic administration and maintenance of IT systems and network. Handling of data cabling (copper and OFC).

Desirable: Working knowledge of i) Wireless Communication System ii) Finger Print Guard Monitoring System iii) Hand held metal detector and door frame metal detector iv) Smart Key Management System v) VoIP System.

Job Requirement: The primary responsibility of the person appointed for this position will be to provide technical support to our Security department in day to day management and maintenance of the surveillance and security infrastructure and building management systems installed in the institute.

Applicants with over qualification will not be considered.

Selected candidate will have to work in the round-the-clock shift duties, if required.

Sr. No. 3 : JUNIOR ENGINEER (B) – OTHER BACKWARD CLASS

Qualification: i) SSC/HSC. (ii) Diploma in Civil Engineering (3 years full time course) with 60% marks. (iii) Knowledge of use of personal computers and its applications.

Experience: Two years experience in supervision of civil & public health activities during construction works.

Desirable: Knowledge of government tender process, estimation & tender preparation is desirable.

Job Description :

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.

Selected candidate will have to work in the round-the-clock shift duties, if required.

Sr. No. 4 : CLERK (A) – UNRESERVED

Qualification: i) Graduate with 50% marks. (ii) Knowledge of typing and use of personal computers and applications. (iii) Candidates with better typing skills may be given preference.

Experience : One year experience as a Clerk in Administrative matters and correspondence in large and reputed organization.

Desirable : i) Candidates with Graduation in Commerce with minimum 50% marks will be preferred. (ii) Candidates having one year experience in Accounts and Audit will be preferred.

Sr. No. 5 : CLERK (A) – UNRESERVED

Qualification: (i) Graduate with 50% marks. (ii) Knowledge of typing and use of personal computers and applications. (iii) Candidates with better typing skills may be given preference.

Experience : One year experience as a Clerk in administrative matters and correspondence in large and reputed organization.

Desirable : Drafting skills in English and MS-CIT (Maharashtra State Certificate in Information Technology) or equivalent.

Sr. No. 6 : TRADESMAN (B) – AC MECHANIC- UNRESERVED

Qualification & Experience: i) S.S.C. **OR** Equivalent.

ii) ITI i.e. National Trade Certificate (NTC) with 60% marks awarded by National Council of Vocational Training (NCVT) in the trade of Air-Conditioning & Refrigeration with two years experience after passing of trade course in the Air-Conditioning & Refrigeration.

OR

National Apprenticeship Certificate (NAC) with 60% marks awarded by National Council of Vocational Training (NCVT) in the trade of Air-Conditioning & Refrigeration with one year experience after passing of trade course in the Air-Conditioning & Refrigeration.

Candidate should have experience in the operation and maintenance of Central Chilling Plant including accessories like pumps, cooling towers, Air Handling units, Fan Coil Units, valves. Etc.

Job Description: Operation & Maintenance of Central/Packaged air-conditioning plants comprising of centrifugal/reciprocating type of compressors & repairs of refrigeration equipment such as deep freezers, industrial make coolers, walk-in coolers, room air-conditioners etc.

Selected candidate will have to work in the round-the-clock shift duties, if required.

Sr. No. 7 : TRADESMAN (B) – CIVIL DRAUGHTSMAN – UNRESERVED

Qualification & Experience: i) S.S.C. **OR** Equivalent.

ii) ITI i.e. National Trade Certificate (NTC) with 60% marks awarded by National Council of Vocational Training (NCVT) in the Draughtsman-Civil trade with two years experience after passing of trade course in the Draughtsman-Civil trade.

OR

National Apprenticeship Certificate (NAC) with 60% marks awarded by National Council of Vocational Training (NCVT) in the Draughtsman-Civil trade with one year experience after passing of trade course in the Draughtsman-Civil trade.

Ability to study and make Architectural, Structural, Public Health & Heating, Ventilation & Air Conditioning (HVAC) drawings. Preparation of details structural drawings (RCC & Steel) from design data. Knowledge of Auto Cad is mandatory.

Job Description: The Draughtsman-Civil is required to help all the Engineers and Technical Officers in preparation of Architectural, Structural, Public Health & Heating, Ventilation & Air Conditioning (HVAC) drawings. He is also required to prepare detailed Structural drawings (RCC & Steel) from design data.

Sr. No. 8 : TRADESMAN (B) – ELECTRICAL- RESERVED FOR SCHEDULED CASTE

Qualification & Experience: i) S.S.C. **OR** Equivalent.

ii) ITI i.e. National Trade Certificate (NTC) with 60% marks awarded by National Council of Vocational Training (NCVT) in the Electrical trade with two years experience after passing of trade course in the Electrical trade.

OR

National Apprenticeship Certificate (NAC) with 60% marks awarded by National Council of Vocational Training (NCVT) in the Electrical trade with one year experience after passing of trade course in the Electrical trade.

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.

Job Description: Candidate should be conversant with maintenance of electrical installations, laying cabling for new power points, operation of electrical switchgears in the sub-station, maintenance of electrical motors etc.

Selected candidate will have to work in round-the-clock shifts duties, if required.

Sr. No. 9 : WORK ASSISTANT – [PLUMBER] - UNRESERVED

Qualification : Industrial Training Institute (ITI) i.e. National Trade Certificate (NTC) awarded by the National Council of Vocational Training (NCVT) pass certificate from a recognized institute in the Plumbing trade.

Experience : One year experience in plumbing work.

Job Description: The candidate should possess good health and will require to assist senior technicians.

Selected candidate will have to work in round-the-clock shift duties.

Sr. No. 10 : WORK ASSISTANT – [ELECTRICAL] – UNRESERVED

Qualification: Industrial Training Institute (ITI) i.e. National Trade Certificate (NTC) awarded by the National Council of Vocational Training (NCVT) pass certificate from a recognized institute in the Electrical trade.

Experience : One year experience in electrical work.

Job Description: The candidate should possess good health and will require to assist senior technicians.

Selected candidate will have to work in round-the-clock shift duties.

Sr. No. 11 : WORK ASSISTANT – [ELECTRICAL] – RESERVED FOR OTHER BACKWARD CLASS

Qualification : Industrial Training Institute (ITI) i.e. National Trade Certificate (NTC) awarded by the National Council of Vocational Training (NCVT) pass certificate from a recognized institute in the Electrical trade.

Experience : One year experience in electrical work.

Job Description : The candidate should possess good health and will require to assist senior technicians.

Selected candidate will have to work in round-the-clock shift duties.

Sr.No. 12 : CLERK TRAINEE : UNRESERVED - Temporary for a period of one year.

Qualification : i) Graduate from a recognized university. (ii) Knowledge of typing and use of personal computers and applications.

Desirable : Candidates with Graduation in Commerce will be preferred.

Sr.No. 13 : CLERK TRAINEE : UNRESERVED - Temporary for a period of one year.

Qualification : i) Graduate from a recognized university. (ii) Knowledge of typing and use of personal computers and applications.

Desirable : Candidates with Graduation in Commerce will be preferred.

Sr.No. 14 : CLERK TRAINEE : UNRESERVED - Temporary for a period of one year.

Qualification : i) Graduate from a recognized university. (ii) Knowledge of typing and use of personal computers and applications.

Desirable : Preference will be given to i) Candidates with typing speed 40 to 45 w.p.m. in English. ii) Proficiency in English language. iii) Knowledge of legal documentation / law.

Sr.No. 15 : PROJECT ENGINEER 'C' : UNRESERVED - Temporary for a period of two years.

Qualification : i) B.E./B. Tech. degree in Mechanical Engineering with minimum 60% marks. ii) One to two years' experience with the use of Finite Element Software Packages (especially SolidWorks and/or ANSYS) for Mechanical Analysis.

Desirable : Knowledge of Workshop Practice and Draughtsmanship; ability to independently operate machines such as drill-press, shearing and bending machines, as well as to guide subordinate staff in such operations.

Related Information : The selected candidate will be stationed at the Gravitation Laboratory, Gauribidanur – 561208, Karnataka, but will be required to travel to and stay at TIFR, Mumbai on multiple occasions during the year, based on the needs of work in the Laboratories at Gauribidanur and Mumbai. Since this advertisement is for a short-term Project Appointment at the Field Station, experience in the relevant areas is essential.

General Information :

Posts at Sr. No. 1 to 4 & 6 to 14 & tenable at TIFR, Colaba, Mumbai. Post at Sr. No. 5 tenable at HBCSE, Mankhurd, Mumbai & post at Sr. No. 15 tenable at Gouribidanur, Karnataka.

Candidates at Sr. No. 1 to 11 are liable to be transferred to other Centres/Field Stations of the Institute, if required.

Appointment for the above posts at Sr. No.1 to 3 and 6 to 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.

Appointment for the post at Sr. no. 15 is temporary and may be renewed each year upto a total period of 2 years depending upon performance.

Prescribed age should not exceed as on **July 1, 2018** for the above posts.

Selected candidates for the above posts at Sr. No. 1 to 11 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].

Post/s for general category (Unreserved) – SC/ST/OBC/PwBD 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, 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].

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

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.

- i. **On-Line applications must be submitted by January 5, 2019 and applications by post must reach Head, Establishment, Tata Institute of Fundamental Research, 1, Homi Bhabha Road, Navy Nagar, Colaba, Mumbai 400005 by January 5, 2019.** 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.

- ii. **NOTE : 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 (Adhar Card / Election Card / PAN Card / Passport / Driving License).**
 - c. **Date of birth/Proof of age.**
 - d. **Educational Qualification (all mark sheets and certificates).**
 - e. **Experience certificate/s.**
 - f. **Conduct certificates from two respectable persons.**
 - g. **SC/ST & OBC 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.**

- iii. **Outstation candidates called for recruitment process for the post at Sr. Nos. 1 to 3 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.**

Outstation candidates called for recruitment process for the post at Sr. No. 15 will be paid three tier AC 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.

Outstation candidates called for recruitment process for the post at Sr. No. 8 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 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.

- iv. 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.

(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.