

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. 2023/8

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	Scientific Officer (B) [Archives] – One Post	1	0	0	0	0	0	28	Pay Level 8; Pay Stage 1	85,556/-
2	Administrative Assistant (B) – One Post	1	0	0	0	0	0	33	Pay Level 6; Pay Stage 1	64,938/-
3	Administrative Assistant (B) – One Post	0	1	0	0	0	0	38	Pay Level 6; Pay Stage 1	64,938/-
4	Clerk (A) – Two Posts	2	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	41,785/-
5	Clerk (A) – One Post	0	0	0	0	1	0	38	Pay Level 3; Pay Stage 1	41,785/-
6	Clerk (A) – One Post	0	0	0	0	0	1	28	Pay Level 3; Pay Stage 1	41,785/-
7	Clerk (A) – Two Posts	0	0	0	0	0	2	28	Pay Level 3; Pay Stage 1	41,785/-
8	Clerk (A) – Two Posts	2	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	41,785/-
9	Clerk (A) – One Post	0	0	0	1	0	0	31	Pay Level 3; Pay Stage 1	41,785/-
10	Clerk (A) – One Post	0	0	0	0	0	1	28	Pay Level 3; Pay Stage 1	41,785/-
11	Work Assistant – One Post	1	0	0	0	0	0	28	Pay Level 1; Pay Stage 1	32,877/-
12	Project Scientific Officer (C) – One Post	1	0	0	0	0	0	28	Consolidated Pay (includes HRA)	89,900/-
13	Library Trainee – Four Posts	4	0	0	0	0	0	28	Monthly Stipend	22,000/-

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	<u>SCIENTIFIC OFFICER (B) [ARCHIVES] – ONE POST – UNRESERVED</u> Qualification & Experience : (a) Full Time Masters degree in Science (M.Sc/M.S.) from a recognized University/Institute with aggregate of 60% marks. OR (a) Full Time Bachelor's Degree in Engineering (B.E./B.Tech) from a recognized University/Institute with aggregate of 60% marks. (b) Minimum 6 months experience of work in any reputed Archives OR Art Collection OR Museum. Desirable Qualification and Experience : (a) Diploma in "Record Management" or "Archives Management" from the National Archives of India or its equivalent.
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OR

(a) Post Graduate Diploma in Modern and Contemporary Indian Art & Curatorial Studies

OR

(a) Post Graduate Diploma in Museology and Conservation

Job requirements :

- (a) To perform duties like appraisal of archival records, vetting of retention schedules and other ancillary activities
- (b) Documentation and digitisation of archival documents and photographs
- (c) Accessioning and arrangement of archival records
- (d) Looking after the archival records
- (e) Dissemination of information from the Archives and organizing of exhibitions
- (f) Attending to correspondence work and preparation of various reports etc.
- (g) Looking after the Art Collection of the Institute
- (h) Taking guests around the Institute for showing the archival exhibition and the Art Collection

Mode of selection : Interview and/or Written Test

2 Administrative Assistant (B) – One Post – Unreserved

Qualification & Experience:

- (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 in a large and reputed organization.

Desirable Qualification: Commerce Graduate/CA/ICWA Inter.

Desirable Experience: In Audit/Income Tax/GST/Government Rules & Regulations etc. Proficiency in excel.

Mode of Recruitment: Written Test and Skill Test.

3 Administrative Assistant (B) – One Post – Scheduled Caste

Qualification & Experience:

- (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 in a large and reputed organization.

Desirable Qualification: Commerce Graduate/CA/ICWA Inter.

Desirable Experience: In Audit/Income Tax/GST/Government Rules & Regulations etc. Proficiency in excel.

Mode of Recruitment: Written Test and Skill Test.

4 **CLERK (A) – TWO POSTS - 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 application – supported by certificates from the government recognized institutions.
- (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.

Desirable Qualification and Experience: Graduate degree in Science, Commerce or Arts with additional diploma / certificate course in Materials Management/ Supply Chain Management". In addition, working knowledge of GEM, CPPP etc. with experience of working in Purchase /Stores Department in an organisation of repute will be an added advantage.

Mode of Selection : Written test & Skill Test

5 **CLERK (A) – ONE POST – RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES**

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 application – supported by certificates from the government recognized institutions.
- (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.

Desirable Qualification and Experience: Graduate degree in Science, Commerce or Arts with additional diploma / certificate course in Materials Management/ Supply Chain Management". In addition, working knowledge of GEM, CPPP etc. with experience of working in Purchase /Stores Department in an organisation of repute will be an added advantage.

Mode of Selection : Written test & Skill Test

6	<p><u>CLERK (A) – ONE POST - RESERVED FOR ECONOMICALLY WEAKER SECTION</u></p> <p>Qualification & Experience :</p> <ul style="list-style-type: none"> (a) Graduate from a recognised University/Institute with aggregate of 50% marks. (b) Knowledge of typing. (c) Knowledge of use of personal computers and application – supported by certificates from the government recognized institutions. (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization. <p>Desirable Qualification and Experience: Graduate degree in Science, Commerce or Arts with additional diploma / certificate course in Materials Management/ Supply Chain Management". In addition, working knowledge of GEM, CPPP etc. with experience of working in Purchase /Stores Department in an organisation of repute will be an added advantage.</p> <p>Mode of Selection : Written test & Skill Test</p>
7	<p><u>CLERK (A) – TWO POSTS - RESERVED FOR ECONOMICALLY WEAKER SECTION</u></p> <p>Qualification & Experience :</p> <ul style="list-style-type: none"> (a) Graduate from a recognised University/Institute with aggregate of 50% marks. (b) Knowledge of typing. (c) Knowledge of use of personal computers and application – supported by certificates from the government recognized institutions. (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization. <p>Mode of Selection : Written test & Skill Test</p>
8	<p><u>CLERK (A) – TWO POST – UNRESERVED</u></p> <p>Qualification & Experience:</p> <ul style="list-style-type: none"> (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.

	<p>Desirable Qualification: Commerce Graduate.</p> <p>Desirable Experience: Experience in Audit for 2 years will be preferred. Knowledge of excel and word process/emails.</p> <p>Mode of Recruitment: Written Test and Skill Test.</p>
9	<p><u>CLERK (A) – ONE POST – OTHER BACKWAD CLASS</u></p> <p>Qualification & Experience:</p> <p>(a) Graduate from a recognised University/Institute with aggregate of 50% marks.</p> <p>(b) Knowledge of typing.</p> <p>(c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.</p> <p>(d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.</p> <p>Desirable Qualification: Commerce Graduate.</p> <p>Desirable Experience: Experience in Audit for 2 years will be preferred. Knowledge of excel and word process/emails.</p> <p>Mode of Recruitment: Written Test and Skill Test.</p>
10	<p><u>CLERK (A) – ONE POST – ECONOMICALLY WEAKER SECTION</u></p> <p>Qualification & Experience:</p> <p>(a) Graduate from a recognised University/Institute with aggregate of 50% marks.</p> <p>(b) Knowledge of typing.</p> <p>(c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.</p> <p>(d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.</p> <p>Desirable Qualification: Commerce Graduate.</p> <p>Desirable Experience: Experience in Audit for 2 years will be preferred. Knowledge of excel and word process/emails.</p> <p>Mode of Recruitment: Written Test and Skill Test.</p>

11 WORK ASSISTANT – ONE POST – UNRESERVED

Qualification & Experience:

- (a) S.S.C. OR Equivalent (Central/State Board Examinations).
- (b) Minimum One year experience in office work

Desirable Qualification: Knowledge of typing.

Mode of Recruitment: Written Test and Skill Test.

12 PROJECT SCIENTIFIC OFFICER (C) – ONE POST – UNRESERVED

Qualification & Experience:

- (a) Full-time Degree in M.Sc. Electronics (with aggregate of 60% marks) from a recognized university/ institute.
- OR
- (b) Full-time Degree in B.E./B.Tech. Electronics and communication Engineering (with aggregate of 60% marks) from a recognized university/institute.

Desirable: Candidates with experience in the relevant field will be given preference.

Job description: The candidate is expected to participate in building state-of-the-art silicon detector modules. As part of this, she/he needs to rigorously use the precision gantry system, optical coordinate measuring machine (CMM), gluing robot, ultrasonic wire-bonder, and pull tester. Details on the expected scope of work are listed below.

- 1) Understanding of various instrument functionalities and should be able to independently operate those once trained by us. All the instruments are very delicate and expensive and need to be handled very carefully.
- 2) Gantry system: Understanding this system and developing automatic programs to pick up and place various mechanical fixtures during assembly. The same system will also be used for dispensing glue during assembly.
- 3) Optical CMM: Perform various measurements of the components, like baseplates, silicon sensors, printed circuit boards, etc., and upload the recorded data into the database. Need to develop automatic programs for various measurements and interpret the data.
- 4) Gluing robot: Need to develop various automatic programs for different applications during assembly.
- 5) Wire-bonder: Need to develop various automatic programs for performing wire-bonding for different applications. It is an automated machine that performs wire-bonds with 25-micron aluminium wire.
- 6) Pull tester: Pulling bonded wires using this machine to optimize wire-bonding parameters. The operation needs to be skilfully performed under a microscope without breaking adjacent wires.
- 7) Inventory, dispatching of material, database entry, and any other tasks that will come up during assembly have to be taken care of.

Mode of Selection : Interview

13 LIBRARY TRAINEE – FOUR POSTS - UNRESERVED

Qualification

(a) Graduate from recognised University/Institute (Science preferable) &

(b) B.Lib. from a recognized University/Institute.

(Candidates who have appeared for final exam/semester of Library Science and are awaiting results can also apply.)

Mode of Selection : Written Test and Skill Test

General Information :

1. All the above posts are tenable at TIFR, Colaba, Mumbai.
2. Selected candidates for Sr. No. 1 to 11 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 to 11.
4. The appointment for the above post at Sr. No. 12 is temporary and may be renewed each year up to a total period of 3 years depending upon performance.
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. Selected candidates for the above post at Sr. No. 13 will be required to work in shifts between 0745 hrs to 2200 hrs.
7. The tenure of the selected candidates for the above post at Sr. No. 13 is limited to one year and they would not have any claim for any permanent or temporary appointment in the Institute either during or after the training period. The scheme is purely a facility for on-job training provided to individuals.
8. Prescribed age should not exceed as on **January 01, 2023** for the above posts.
9. 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 already governed by CCS (Pension) Rules 1972].
10. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply. Candidates applying for EWS reserved posts not be covered under the scheme of reservation for SCs, STs and OBCs.
11. **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.

12. 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.

13. **On-Line applications must be submitted by, June 10, 2023, 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, June 10, 2023.** 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

14. 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.
- i. 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.

15. (a) Outstation candidates called for recruitment process for the post at Sr. No. 12 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. No. 1 to 3 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".

16. 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.

17. 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.

18. The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.

Rojgar Marathi