

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. 2023/30

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 (C) – One Post	1	0	0	0	0	0	40	Pay Level 10, Pay Stage 1	1,07,565/-
2	Scientific Officer (C) – One Post	1	0	0	0	0	0	28	Pay Level 10, Pay Stage 1	1,07,565/-
3	Scientific Assistant (B) – One Post	1	0	0	0	0	0	28	Pay Level 6, Pay Stage 1	66,498/-
4	Scientific Assistant (B) – One Post	0	0	0	1	0	0	31	Pay Level 6, Pay Stage 1	66,498/-
5	Junior Engineer (B) – One Post	1	0	0	0	0	0	28	Pay Level 6, Pay Stage 1	66,498/-
6	Administrative Assistant (B) – One Post	1	0	0	0	0	0	33	Pay Level 6, Pay Stage 1	66,498/-
7	Administrative Assistant (B) – One Post	1	0	0	0	0	0	33	Pay Level 6, Pay Stage 1	66,498/-
8	Administrative Assistant (B) – One Post	0	0	0	0	1	0	43	Pay Level 6, Pay Stage 1	66,498/-
9	Supervisor (Canteen) – One Post	1	0	0	0	0	0	28	Pay Level 6, Pay Stage 1	66,498/-
10	Supervisor (Canteen) – One Post	1	0	0	0	0	0	28	Pay Level 6, Pay Stage 1	66,498/-
11	Supervisor (Canteen) – One Post	0	0	0	0	0	1	28	Pay Level 6, Pay Stage 1	66,498/-
12	Laboratory Assistant (B) - One Post	1	0	0	0	0	0	28	Pay Level 3, Pay Stage 1	42,797/-
13	Laboratory Assistant (B) - One Post	0	1	0	0	0	0	33	Pay Level 3, Pay Stage 1	42,797/-
14	Laboratory Assistant (B) - One Post	0	0	0	0	0	1	28	Pay Level 3, Pay Stage 1	42,797/-
15	Clerk (A) – One Post	0	0	0	1	0	0	31	Pay Level 3, Pay Stage 1	42,797/-
16	Work Assistant (Auxiliary) – One Post	1	0	0	0	0	0	28	Pay Level 1, Pay Stage 1	33,651/-
17	Work Assistant (Auxiliary) – One Post	0	0	0	1	0	0	31	Pay Level 1, Pay Stage 1	33,651/-
18	Project Scientific Officer (C) – One Post	1	0	0	0	0	0	28	Consolidated Pay (includes HRA)	94,500/-

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.

<p>1</p>	<p>ADMINISTRATIVE OFFICER (C) – ONE POST - UNRESERVED</p> <p>Qualification & Experience:</p> <p>(a) Graduate from a recognised University/Institute with an aggregate of 60% marks. (b) Diploma/Degree/Certificate course in Management or Administration from a recognised University/Institute. (c) Proficiency in use of personal computers and applications. (d) 5 years service at Level 6 and /or Level 7 and /or Level 8 or with equivalent TME (total monthly emolument).</p> <p>Desirable Qualification and Experience:</p> <p>(a) Experience in Public Relations in the Govt. / Public Sector. (b) Familiarity with Government Protocol. (c) Master’s or Bachelor’s Degree in Journalism or Mass Communication (d) Excellent written and spoken communication skills</p> <p>Job Description:</p> <p>(a) Function as Protocol Officer and Public Relations Officer. (b) Building and maintaining the positive image of the Institute. (c) Issue press releases, and update relevant content on the Institute website. (d) Administer social media accounts and other digital communications (e) Liaison with media, Govt. Depts., other Institutes. (f) Conduct important visitors and delegations. (g) Familiarisation with the cultural legacy and organisational history of the Institute. (h) Be a link officer to Administrative Officer in charge of Conference Cell and Travel Section.</p> <p>Mode of Recruitment: Written Test and/or Skill Test and Personal interview.</p>
<p>2</p>	<p>SCIENTIFIC OFFICER (C) – ONE POST - UNRESERVED</p> <p>Qualification & Experience:</p> <p>(a) Full time Degree in Engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute in Computer Science, Information Technology, Engineering or a related field. (b) Minimum 2-3 years of professional experience in Linux administration and programming.</p> <p>Experience / Good working knowledge of any three of the following :</p> <ul style="list-style-type: none"> • Networking and network management of desktops/servers. • Working knowledge of basics of internet, internet services. • Programming in python/C++ • Linux user management, protection, file systems. <p>Job Requirement :</p> <ul style="list-style-type: none"> • Installation/administration of Linux OS and MS Window for users and Linux for servers. • Setup and maintenance of networked desktops, user accounts, printers, shared file systems in Linux based desktops and servers. • Management/admin of Clustered Linux based servers, storage server, installing/upkeep of required daemons. • Managing Ethernet L2 switches, LAN, DNS, email server, and service applications (distribution list, etc), Wifi units. Upkeep of security. <p>Mode of Recruitment: Personal interview.</p>

<p>3</p>	<p>SCIENTIFIC ASSISTANT (B)- ONE POST- UNRESERVED</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>OR</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>(b) Knowledge of use of personal computers and its applications.</p> <p>(c) Minimum 2 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> <p>Desirable :</p> <p>a. Knowledge of computer applications such as LabView, Python, C etc</p> <p>b. Ability and enthusiasm to carry out installation, testing, operation and maintenance of electrical and vacuum equipment and assist in the day-to-day operation of the lab (including help with lab purchases and office work).</p> <p>Mode of Recruitment: Written Test and Personal Interview OR Personal Interview only.</p>
<p>4</p>	<p>SCIENTIFIC ASSISTANT (B)- ONE POST – RESERVED FOR OTHER BACKWARD CLASS</p> <p>Qualification & Experience:</p> <p>(a) Full time Diploma in Engineering (from a recognized University/Institute with aggregate of 60% marks) in Mechanical Engineering.</p> <p>(b) Knowledge of use of personal computers and its applications.</p> <p>(c) 0-2 years’ experience.</p> <p>Mode of Recruitment: Personal interview.</p>
<p>5</p>	<p>JUNIOR ENGINEER (B) – ONE POST - UNRESERVED</p> <p>Qualification & Experience:</p> <p>(a) Full Time Diploma in Mechanical/Mechatronics Engineering (from a recognized University/Institute with aggregate of 60% marks).</p> <p>(b) Basic computer skills (Office Applications – Word/ Excel/ PowerPoint, Email, Web Browser, Acrobat Reader etc).</p> <p>(c) Hands on experience on popular and latest CNC control systems – Siemens, Heidenhein and Fanuc.</p>

(d) Minimum two years of experience in a medium size manufacturing plant/ Tool Room/ Machine shop having CNC machines such as lathe, VMC, HMC, 5 axis machining centres, Wire EDM machines, etc. as a supervisor.

Job Profile:

Indicative Roles:

- (a) Operating CNC machines.
- (b) CNC machine programming.
- (c) CNC Tooling, Jigs and Fixtures.
- (d) Computer Aided Design and Manufacturing (CAD/ CAM), AutoCAD Drafting etc.
- (e) Manufacturing services like QA, Inspection (Including CMM), Procurement, Materials, etc.
- (f) Supervision at shop floor.
- (g) Machine Maintenance.
- (h) Project Management.

Desirable Qualification and Experience:

- (a) Proficiency in using CAD software – SolidWorks/NX and CAM software – NX-CAM/Mastercam.
- (b) Good knowledge of 3D CMM machine and quality control processes.
- (c) Good knowledge of latest manufacturing/machining technologies.

Applicants with over qualification will not be considered.

Mode of Recruitment: Personal Interview.

6 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/General Admin /Establishment in a large and reputed organization.

Desirable:

Good knowledge of Purchase and Stores procedures with handling of GeM, CPPP, Import and Custom clearance work etc.

Mode of Recruitment: Written Test and Skill Tests.

7 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.

	<p>(c) 5 years' experience in Accounts/ Purchase/ Stores/General Admin /Establishment in a large and reputed organization.</p> <p>Desirable :</p> <ol style="list-style-type: none"> 1. Stenographer skills/ proficiency in short hand. 2. Proficiency in Microsoft excel and MS office packages. <p>Mode of Recruitment: Written Test and Skill Tests.</p>
8	<p>ADMINISTRATIVE ASSISTANT (B) – ONE POST – RESERVED FOR PERSONS WITH BENCHMARK DISABILITY (ORTHOPEDEICALLY HANDICAPPED)</p> <p>Qualification & Experience:</p> <ol style="list-style-type: none"> (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>Desirable Qualification and Job Requirement:</p> <ol style="list-style-type: none"> (a) The applicant should have basic knowledge of Government Rules and Regulations in Financial preferably GFR, Establishment and Service matters. (b) Proficiency in oral and written official correspondence. (c) Expert knowledge of MS Word, Excel, PowerPoint, and other MS Office applications as well as E-mail applications. (d) Experience in handling all clerical duties and confidential matters will be highly preferable. <p>Mode of Recruitment: Written Test and Skill Tests.</p>
9	<p>SUPERVISOR (CANTEEN) – ONE POST - UNRESERVED</p> <p>Qualification & Experience:</p> <ol style="list-style-type: none"> (a) 3 years Degree in Hotel Management & Catering Technology or Equivalent from recognised University/Institute. (b) 2 years experience as supervisor/manager in a large hotel/hostel/Company. (c) Knowledge of use of personal computers and its applications. (d) Good communication skills. <p>Mode of Recruitment: Written Test Only OR Written Test and Skill Test/Trade Test.</p>

10	<p>SUPERVISOR (CANTEEN) – ONE POST - UNRESERVED</p> <p>Qualification & Experience:</p> <p>(a) 3 years Degree in Hotel Management & Catering Technology or Equivalent from recognised University/Institute.</p> <p>(b) 2 years experience as supervisor/manager in a large hotel/hostel/Company.</p> <p>(c) Knowledge of use of personal computers and its applications.</p> <p>(d) Good communication skills.</p> <p>Mode of Recruitment: Written Test Only OR Written Test and Skill Test/Trade Test.</p>
11	<p>SUPERVISOR (CANTEEN) – ONE POST – RESERVED FOR ECONOMICALLY WEAKER SECTION</p> <p>Qualification & Experience:</p> <p>(a) 3 years Degree in Hotel Management & Catering Technology or Equivalent from recognised University/Institute.</p> <p>(b) 2 years experience as supervisor/manager in a large hotel/hostel/Company.</p> <p>(c) Knowledge of use of personal computers and its applications.</p> <p>(d) Good communication skills.</p> <p>Mode of Recruitment: Written Test Only OR Written Test and Skill Test/Trade Test.</p>
12	<p>LABORATORY ASSISTANT (B) - ONE POST - UNRESERVED</p> <p>Qualification & Experience:</p> <p>(a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Fitter Trade.</p> <p>(b) Two years' experience in relevant field.</p> <p>OR</p> <p>(a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training NCVT) in Fitter Trade.</p> <p>(b) One year experience in relevant field.</p> <p>Mode of Recruitment: Written Test and Trade Test.</p>
13	<p>LABORATORY ASSISTANT (B) - ONE POST – RESERVED FOR SCHEDULED CASTE</p> <p>Qualification & Experience:</p> <p>(a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Air Conditioning Trade.</p>

	<p>(b) Two years' experience in relevant field.</p> <p>OR</p> <p>(a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training NCVT) in Air Conditioning Trade.</p> <p>(b) One year experience in relevant field.</p> <p>Mode of Recruitment: Written and Trade Test.</p>
14	<p>LABORATORY ASSISTANT (B) - ONE POST – RESERVED FOR ECONOMICALLY WEAKER SECTION</p> <p>Qualification & Experience:</p> <p>(a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Fitter Trade.</p> <p>(b) Two years' experience in relevant field.</p> <p>OR</p> <p>(a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training NCVT) in Fitter Trade.</p> <p>(b) One year experience in relevant field.</p> <p>Mode of Recruitment: Written Test and Trade Test.</p>
15	<p>CLERK (A) – ONE POST – RESERVED FOR OTHER BACKWARD CLASS</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>Mode of Recruitment: Written Test and Skill Tests.</p>
16	<p>WORK ASSISTANT (AUXILIARY) – ONE POST - UNRESERVED</p> <p>Qualification & Experience:</p> <p>(a) S.S.C. OR Equivalent (Central/State Board Examinations).</p> <p>(b) Minimum One year experience</p> <p>Desirable: Candidates with basic typing skills (English) and knowledge of office procedure will be preferred.</p> <p>Mode of Recruitment: Written Test and Skill Tests.</p>

17	<p>WORK ASSISTANT (AUXILIARY) – ONE POST – RESERVED FOR OTHER BACKWARD CLASS</p> <p>Qualification & Experience:</p> <p>(a) S.S.C. OR Equivalent (Central/State Board Examinations).</p> <p>(b) Minimum One year experience</p> <p>Mode of Recruitment: Written Test and Skill Tests.</p>
18	<p>PROJECT SCIENTIFIC OFFICER (C) – ONE POST - UNRESERVED</p> <p>Qualification & Experience:</p> <p>(a) Full time Degree in Engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute in Computer Science / Information Technology.</p> <p>(b) Experience: Minimum one-year experience in relevant field.</p> <p>Desirable: Experience / Certification in Java and Oracle</p> <p>Job Requirement: The candidate should have</p> <p>(a) a clear understanding of web application development concepts using JSP/ Servlets/ Angular/ Spring/ Hibernate</p> <p>(b) Have good programming skills in Java and PL/SQL</p> <p>(c) Have clear concepts of DBMS and SQL</p> <p>(d) be active and open to acquiring new skills</p> <p>(e) have good communication and interpersonal skills.</p> <p>Job Profile: The candidate will be required to</p> <p>(a) work in a software development team for web application development using Java, Angular, Spring frameworks, android based applications, PL/SQL</p> <p>(b) resolve bugs in existing software</p> <p>Mode of recruitment: Personal Interview.</p>
<p>General Information :</p> <ol style="list-style-type: none"> All the above posts are tenable at TIFR, Colaba, Mumbai. The appointment for post at sr.no.18 is temporary and may be renewed each year up to a total period of 3 years depending upon performance. Selected candidates for all above posts are liable to be transferred to other Centres/Field Stations of the Institute, if required. Higher starting salary could be considered for deserving candidates for all above posts except post at sr.no.18. Selected candidates for all above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute. Selected candidate for the post at sr.no.9, 10 and 11 will be required to work in shift duties. 	

7. Selected candidate for the post at sr.no.12, 13 and 14 will be required to work in round-the-clock shift duties.
8. Prescribed age should not exceed as on **July 01, 2023** for the above posts.
9. Selected candidates for the posts at sr.no.1 to 17 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 should 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 a 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 December 02, 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 December 02, 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 (GOI) 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 date of application. Acknowledgement receipt of submission of application for OBC-Non Creamy Layer certificate for current financial year will also be accepted (If selected, the candidate has to submit OBC Non-Creamy Layer certificate for the current financial year).

- i. EWS candidates should submit a valid copy of EWS certificate issued by competent authority in the Govt. of India (GOI) format. The EWS 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 date of application. Acknowledgement receipt of submission of application for EWS certificate for current financial year will also be accepted (If selected, the candidate has to submit EWS certificate for the current financial year).
 - j. 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 posts at sr.no. 1, 2 & 18 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.no.3 to 11 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.
- (C) Outstation candidates called for recruitment process for the post at sr. no. 13 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 to the nearest railway station of the place of interview 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;
- "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 reserve the right to relax eligibility criteria in case of deserving candidates.
17. 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.
18. 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.
19. The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.