

* Please refer Corrigendum-1 regarding change in maximum age to 45 years instead of 28 years for the posts at Sr. No. 3 & Sr.No. 4.



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

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भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था एवं समविश्वविद्यालय

An autonomous institute of the Department of Atomic Energy, Government of India,

and a Deemed to be University

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Advertisement No. 2024/9

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 Assistant (B)	0	0	0	0	0	1	33	Pay Level 6; Pay Stage 1	68,058/-
2	Project Scientific Officer (B) [Science Communication]	1	0	0	0	0	0	28	Consolidated Pay (Includes HRA) : 77,000/-	
3	Project Clerk (A)	1	0	0	0	0	0	45*	Consolidated Pay (Includes HRA) : 37,700/-	
4	Project Work Assistant (Auxiliary)	1	0	0	0	0	0	45*	Consolidated Pay (Includes HRA) : 30,100/-	

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 ASSISTANT (B) – ONE POST – RESERVED FOR ECONOMICALLY WEAKER SECTION</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/accounting procedures.</p> <p>(c) 5 years' experience in Accounts/ Purchase/Stores/General Admin/Establishment in a large and reputed organization.</p> <p>Desirable :</p> <p>(a) Proficiency in official correspondence (oral and written)</p> <p>(b) Knowledge of data management software</p> <p>(c) Administrative experience in educational institutions</p>
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	<p>(d) Experienced in record management</p> <p>Mode of Recruitment: Written Test and Skill Test.</p>
<p>2</p>	<p>PROJECT SCIENTIFIC OFFICER (B) [SCIENCE COMMUNICATION] - ONE POST – UNRESERVED</p> <p>Qualification & Experience:</p> <p>(a) Full-time Masters degree in Science (from a recognized University/Institute with aggregate of 60% marks) in relevant subject/discipline.</p> <p style="text-align: center;">OR</p> <p>(a) Full-time Degree in Engineering (B.E./B.Tech.) (from a recognized University/Institute with aggregate of 60% marks) in relevant subject/discipline.</p> <p>(b) Minimum 1 year–of professional experience in Science Communication to a non-expert audience (in any form: writing, blogging, creating videos, etc).</p> <p>Roles & Responsibilities :</p> <p>A Science Communication and Outreach Officer will be expected to showcase the science highlights carried out in the Institute. The appointee will be expected to assist with the following activities:</p> <p><i>A. Research Communication</i></p> <p>a) Highlighting ongoing research through writing and editing articles, short summaries, etc. for diverse audiences;</p> <p>b) Conducting interviews of internal and external scientists showcasing them and their science;</p> <p>c) Working with freelancers for writing, illustration or other media, e.g. videos and documentaries.</p> <p><i>B. Public Engagement Programme</i></p> <p>a) Managing content on the TIFR website, and monitoring impact;</p> <p>b) Managing the social media pages of TIFR, e.g., X (formerly Twitter), Facebook, Youtube;</p> <p>c) Monitoring feedback and incorporating improvements in existing programmes.</p> <p><i>C. Mass Communication</i></p> <p>a) Creating and distributing Press Releases;</p> <p>b) Taking care of Internal communications where necessary;</p> <p>c) Handling public engagement activities related to the mandate of TIFR.</p> <p>Desirable Qualification and/or Experience :</p>

1. A degree in Mass Communication or Science Communication from a recognised institution;
2. Excellent written and verbal communications skills (in English), with proven ability to write and copy-edit varied types of content for a diverse audience;
3. Interest in multiple STEM areas relevant to TIFR;
4. Experience of working with a research institute/body;
5. Excellent organisational, timekeeping and prioritisation skills;
6. Ability to work independently as well as in a team and the ability to interact with researchers, staff and students;
7. Capacity to manage different projects simultaneously;
8. Familiarity with word-processing, photo-editing, video-editing and content management software.

Mode of Recruitment: Written Test and Interview.

(The Selection process shall involve three-stages i.e., a preliminary screening, a written exam and an interview. Only candidates shortlisted in the preliminary screening will be invited to write the written exam and appear for the interview. Any change in the recruitment process will be intimated to the candidates in advance).

The selected candidate shall be required to join immediately.

3 PROJECT CLERK (A) – ONE POST- 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 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:

- (a) Candidate with experience as Clerk or similar position in Government/Semi Government/Autonomous Bodies/PSU will be preferred.
- (b) Proficiency in MS Word, MS Excel and database management supported by certificate from the government recognized Institutions.

Role & Responsibilities:

- (a) The selected candidate will be assigned the job of identifying and categorizing of old records based on their relevance, importance and legal requirements.

- (b) Collaborating with relevant stakeholders to determine the retention period of each type of document based on the legal and regulatory guidelines and TIFR policy for weeding of records.
- (c) Maintaining accurate documentation of records identified and retained or discarded.
- (d) Digitization of important documents before its weeding.
- (e) One time maintenance, digitalization and upkeep of old records.

Mode of Recruitment: Written Test and Skill Test.

4 PROJECT WORK ASSISTANT- (AUXILIARY) – ONE POST- UNRESERVED

Qualification & Experience:

- (a) S.S.C. OR Equivalent (Central/State Board Examinations).
- (b) Minimum One-year experience as multi tasking staff (MTS) or similar work in a large and reputed organisation.

Desirable : Candidate with experience of multi tasking staff (MTS) / similar work experience in the Government / Semi-Government/ Autonomous Bodies/ PSU's will be preferred.

Role & Responsibilities :

- (a) The selected candidate will work under the supervision of Project Clerk during identification of old records till its weeding process.
- (b) Job involves handling, cleaning, shredding, arranging and movement of large volume of old records.
- (c) Since the above job involves handling of large volume of records, the candidate should be physically fit to perform the above duty as per instructions of his supervisors.

Mode of Recruitment: Written Test and Trade/Skill Test.

General Information :

1. All the above posts are tenable at TIFR, Colaba, Mumbai.
2. Selected candidates for all the above posts 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 for the post at sr. no. 1.
4. Appointment for the posts at sr. no. 2, 3 and 4 are temporary and may be renewed each year upto a total period of three years depending upon performance.
5. Selected candidates for all above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
6. Prescribed age should not exceed as on **January 01, 2024** for the above posts. Age relaxation as per rules.
7. Selected candidate for the post at sr. no. 1 will be governed by the National Pension System [unless already governed by CCS (Pension) Rules 1972].
8. 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.

9. **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.
10. 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.
11. **On-Line applications must be submitted by July 06, 2024 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 July 06, 2024.** 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.
12. 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. 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).

13. Outstation candidates called for recruitment process for the posts at sr.no. 1 & 2 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. You will be paid train fare as per entitlement of Government norms.

"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".

14. 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.
15. 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.
16. The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.