

# TATA INSTITUTE OF FUNDAMENTAL RESEARCH

National Centre of the Government of India for Nuclear Science & Mathematics  
Homi Bhabha Road, Colaba, Mumbai 400 005

## Advertisement No. 2/2013

Applications are invited for the following posts tenable at Mumbai and Pune :

1. **ADMINISTRATIVE ASSISTANT (B) [SECRETARIAL]** : Two Posts [Unreserved]; Pay Band (PB-2) : Rs.9300-34800 + Grade Pay : Rs.4200/- ; TME : Rs.30,022/- ; HQ : Mumbai.

Qualification : i) Graduate with 55% marks. (ii) English Typing @35 wpm (Computing @ 10500 KDPH on an average of 5 key depressions for each word). (iii) English stenography @ 100/80 wpm (iv) Knowledge of use of personal computers and applications.

Desirable : i) Diploma in Secretarial Practice or Diploma in Office Management from recognized/reputed institution. (ii) Knowledge of scientific/mathematical typing. (iii) Expert knowledge in MS-Word, Excel, Power Point, MS-Access with detailed knowledge of writing macros and interfacing MS-Office with databases. (iv) Able to develop applications in Linux environment, expert knowledge of database and report generation from large database (RDBMS/DBMS). (v) Basic handling and maintenance of servers. (vi) Proven experience in handling of confidential files/matters.

Experience : Five years' experience in administration/accounts field in a large and reputed organization.

Age : Below 33 years.

2. **CLERK (A)** : Two Posts [1-Scheduled Tribe & 1-Other Backward Class with Hearing Handicapped] ; Pay Band (PB-1) Rs.5200-20200 + Grade Pay : Rs.2000/- ; TME : Rs.18,121/- ; HQ : Mumbai.

Qualification : i) Graduate with 50% marks. (ii) Knowledge of use of personal computers and applications. (iii) Typing speed of more than 35 wpm **OR** equivalent proficiency of 10,500 KDPH on computers will be tested during the interview (No need of any certificate).

Desirable Qualification : i) MS-CIT (Maharashtra State Certificate in information Technology) or equivalent. (ii) Drafting skills in English is highly preferable.

Experience : Minimum one year experience as a Clerk in administrative matters and correspondence in large and reputed organizations.

Age : Below 33 years for Scheduled Tribe candidates and below 41 years for candidates belonging to Other Backward Class with Hearing Handicapped.

3. **SECURITY GUARD** : One Post [Other Backward Class] ; Pay Band : (PB-1) Rs.5200-20200 + Grade Pay : Rs.1800/- ; TME : Rs.15,172/- ; HQ : Mumbai.

Qualification : i) S.S.C or equivalent.

Experience : Three years experience in security work in a reputed organization.

Physical Fitness : Male : Height more than 165 cms Chest 80-85 cms  
Female : Height more than 157 cms Chest ( not applicable)

Weight corresponding to height and age as per medical standard.

Eye sight: The minimum distance vision should be 6/6 and 6/9 both eyes without glasses and colour recognition.

<u>Physical Efficiency Test</u> :	<u>Males</u>	<u>Females</u>
(a) Running Fitness	100 meters in 16 seconds and 1.6 km in 6.30 minutes	100 meters in 18 seconds and 1.6 km in 8.30 minutes.
(b) Long jump	3.5 metres (3 chances)	3.0 metres (3 chances)
(c) High jump	1.05 metres (3 chances)	0.90 metres (3 chances)
(d) Short put	(7.26 kgs) 4.5 metres	-----
(e) Chin ups	Upto 30 years : 08 – 09 numbers 30 - 40 years : 05 – 06 numbers	-----
(f) Push ups	40 – 45 years : 16 – 17 numbers Above 45 years : 12 – 13 numbers	-----
(g) Sit ups	Upto 30 years : 25 – 29 numbers 30 - 40 years : 20 – 24 numbers 40 – 45 years : 15 – 19 numbers Above 45 years : 10 – 14 numbers	-----

Desirable : (One or more of the following) (i) Fire Fighting Training. (ii) First Aid Certificate. (iii) NCC certificate. (iv) Civil Defence training (v) Other certificates of merit.

Age : Below 31 years.

Relaxation in Physical Fitness to women/members of some communities as per extant GOI rules.

Note : Ex-service men with 10 years experience may also apply. If selected, they will be given higher grade pay of Rs.2000/- (Security Guard (C)). Age relaxation is as per rules.

Selected candidates will be required to work in shifts.

4. **WORK ASSISTANT** :Five Posts [1-Unreserved, 2-Other Backward Class, 1-Scheduled Caste & 1-Scheduled Tribe] ; Pay Band : (PB-1) Rs.5200-20200 + Grade Pay : Rs.1800/- ; TME : Rs.15,172/- ; HQ : Mumbai.
- Qual. : i) S.S.C or equivalent.
- Exp. : Minimum one year experience as Gardener.
- Desirable : Candidates who have passed certificate course in Gardening and/or having more experience in gardening will be given preference.
- Job Requirements : i) Watering the garden. (ii) Digging soil/land for plantation. (iii) Cutting & shapping the plants, and lawn mowing. (iv) Multiplication of plants by various methods. (v) Identification of plants, tools and insecticides. (vi) Climbing on trees/coconut palms.
- Age : Below 28 for Unreserved candidates, below 31 years for OBC candidates, below 33 years for Scheduled Caste and Scheduled Tribe candidates.
- Selected candidates will be required to work in shifts.
5. **TEMPORARY WORK ASSISTANT** : Two Posts [Unreserved] temporary for one year ; Consolidated Pay : Rs.13,000/- pm (including HRA of Rs.1800/-) ; HQ : Mumbai.
- Qualification : (i) S.S.C. **OR** Equivalent.
- Experience : Minimum one year experience as a Waiter or a Room Boy in a reputed hotel.
- Desirable : Should be able to read and write Hindi and English or Marathi. Ability to speak English will be an added qualification.
- Job Requirement : The selected candidates will be required to serve meals in dining room and clean the rooms of Guest House.
- Age : Below 28 years.
- Selected candidates will be required to work in shifts.
6. **TEMPORARY WORK ASSISTANT** : One Post [Unreserved] temporary for one year ; Consolidated Pay : Rs.13,000/- pm (including HRA of Rs.1800/-) ; HQ : Pune.
- Qualification : (i) S.S.C. **OR** Equivalent from the recognized board.
- Experience : Minimum one year experience in working with zebra fish.
- Job Requirement : The selected candidate will be involved in maintenance of Zebra fish facility, which include monitoring the water quality, changing filters, cleaning tanks, fish feeding, media preparation, sterilization of fish tanks.
- Age : Below 28 years

TME : Total Monthly Emoluments.

Higher starting salary could be considered for deserving candidates at sr. no. 1, 2, 3 & 4. Candidates for the posts at sr. no. 1, 2, 3 & 4 are liable to be transferred to other Centres/Field Stations of the Institute, if required.

Prescribed age should not exceed as on **January 1, 2013** for all the above posts.

Selected candidates for the posts at sr. no. 1, 2, 3 & 4 will be governed by the New Pension Scheme applicable to the Central Government service [unless they are already governed by CCS (Pension) Rules 1972].

Post for general category (unreserved) – SC/ST/OBC/PWD candidates can also apply.

Candidates applying for reserved post for persons with disability should be suffering from not less than 40% of the relevant disability for the benefit of reservation. Candidates will have to submit a Disability Certificate issued by the competent authority in the prescribed format.

Applications giving full details together with copies of relevant certificates/testimonials in the following format and superscribing the post applied for & Serial Number of the post on the envelope should reach Head Establishment **within 15 days from the date of publication of this advertisement.**

**Application format** : (1) Advertisement Number. (2) Name & Serial Number of the post. (3) Name of the applicant. (4) (a) Date of birth (attach photocopy of certificate). (b) Age as on **January 1, 2013**. (5) Nationality. (6) Whether belonging to SC/ST/OBC (attach photocopy of certificate). (7) Disability (attach photocopy of certificate). (8) Permanent address. (9) Address for correspondence. (10) Telephone numbers for contact. (a) Landline (b) Mobile. (11) Email address. (12) Qualifications (attach photocopies of **certificates and mark lists**). (13) Experience with details of organization, post held, scale of pay, basic pay (attach photocopies of certificates). (14) Names & addresses of two referees (attach certificates). (15) Have you at any time been called for interview in the Institute? If so, give details. (16) Signature of the candidate. **Submission of photocopies of all the certificates/mark sheets stated in the application are essential.**

Incomplete applications and applications without photocopies of certificates 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 applying for post reserved for OBC should submit a valid copy of the non-creamy layer certificate issued by competent authority in the Govt. of India format (The recommended format is available at <http://www.tifr.res.in/positions>). Applicants who do not send their applications through proper channel and applicants who do not submit a valid copy of OBC certificate in the Govt. of India format, if called, will be interviewed only upon submission of an NOC from the competent authority and/or valid OBC certificate in Govt. of India format, prior to the interview.

Outstation candidates called for interview for the post at sr.no. 1 and outstation SC/ST candidates called for interview for the posts at sr. no. 2 & 4 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 place of interview on the production of photocopies of onward and return journey tickets. However, SC/ST candidates will have to bear the fare for the first 30 kms. both ways.

The Institute reserves the right to restrict the number of candidates for interview 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 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. Please refer TIFR website also <http://www.tifr.res.in/positions> for details.

**OBC CERTIFICATE FORMAT****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Km.\* .....son/daughter\* of Shri ..... of village/town (indicate the sub-caste above) ..... district ..... in ..... state belongs to ..... community which is recognised as backward class under:

- 1) Resolution No. 12011 /68/93-BCC@dated 10th September 1993, published in the Gazette of India - Extraordinary - part 1, Section 1, No. 186 dated 13th September 1993.
- 2) Resolution No. 12011/9/94-BCC dated 19th October 1994, published in the Gazette of India - Extraordinary - part 1, Section 1, No. 163, dated 20th October 1994.
- 3) Resolution No. 12011/7/95-BCC, dated 24th May, 1995, published in Gazette of India - Extraordinary - part 1, Section 1, No. 88, dated 25th May 1995.
- 4) Resolution No. 12011/44/96-BCC, dated 6th December 1996, published in Gazette of India - Extraordinary - part 1, Section 1, No. 210, dated 11th December 1996.
- 5) Resolution No. 12011 /68/93-BCC, published in Gazette of India - Extraordinary - No. 129, dated the 8th July 1997.
- 6) Resolution No. 12011/12/96-BCC, published in Gazette of India - Extraordinary No. 164, dated the 1st Sept. 1997.
- 7) Resolution No. 12011/99/94-BCC, published in Gazette of India - Extraordinary No. - 236, dated the 11th Dec. 1997.
- 8) Resolution No. 12011 /13/97-BCC, published in Gazette of India - Extraordinary No. - 239, dated the 3rd Dec. 1997.
- 9) Resolution No. 12011/12/96-BCC, published in Gazette of India - Extraordinary No. - 166, dated the 3rd Aug 1998.
- 10) Resolution No. 12011 /68/93-BCC, published in Gazette of India - Extraordinary No. - 171, dated the 6th Aug 1998.
- 11) Resolution No. 12011/68/98-BCC, published in Gazette of India - Extraordinary No. 241, dated the 27th Oct. 1999.
- 12) Resolution No. 12011/68/98-BCC, published in Gazette of India - Extraordinary No. 270, dated the 6th Dec. 1999.
- 13) Resolution No. 12011/36/99-BCC, published in Gazette of India - Extraordinary No. 71, dated the 4th April, 2000.

Shri/Smt./Km.\* ..... and/or his/her family ordinarily reside(s) in the ..... District of the ..... State. 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 OM No. 36012/22/93-Estt (SCT), dated 8.9.1993) and modified vide Government of India, Department of Personnel and training O.M No. 36033/3/2004 - Estt.(Res) dated 09.03.2004.

Place ..... **DISTRICT MAGISTRATE / DY. COMMISSIONER ETC.**  
Date ..... \*Strike out whichever is not applicable (With seal of Office)

NB : (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950. (b) The Authorities competent to issue caste certificates are indicated below : (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st class Stipendiary Magistrate / Sub - Divisional Magistrate / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate), (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate, (iii) Revenue Officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.