

# 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. 2023/20

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 <sup>th</sup> CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Clerk (A) – One Post	1	0	0	0	0	0	28	Pay Level 3, Pay Stage 1	41,785/-
2	Clerk (A) – One Post	1	0	0	0	0	0	28	Pay Level 3, Pay Stage 1	41,785/-

**Abbreviation:** UR - Unreserved; SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Class; EWS – Economically Weaker Section; PwBD - Persons with Benchmark Disabilities; P&G – Parks and Garden; TME – Total Monthly Emoluments.

### 1 CLERK (A)- ONE POST – UNRESERVED

#### Qualification & Experience:

- Graduate from a recognised University/Institute with aggregate of 50% marks.
- Knowledge of typing.
- Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.
- Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.

#### Desirable Qualification:

- Diploma in Secretarial Practice or Diploma in Office Management from a recognized/reputed institution.
- Expert knowledge of MS Word, Excel, PowerPoint, and other MS Office applications.
- Drafting skills in English are highly preferable.
- Ability to maintain basic HTML website applications.

#### Desirable Experience:

- Proven experience in handling confidential files/matters.
- Proven experience in maintaining basic HTML website applications.

**Mode of Recruitment: Written Test and Skill Test.**

## 2 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:** Candidate should have experience in Establishment / Accounts / General Administration / Purchase / Stores works. Expert knowledge of MS Word, Excel, PowerPoint, and other MS Office applications. Possess basic knowledge of Government rules and regulations related to Establishment and service matters. Drafting skills in English are highly preferable.

**Mode of Recruitment: Written Test and Skill Test.**

### **General Information :**

1. All the above posts are tenable at TIFR, Colaba, Mumbai.
2. Selected candidates for all 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 all above posts.
4. Selected candidates for all above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
5. Prescribed age should not exceed as on **July 01, 2023** for the above posts.
6. Selected candidates for the all above posts will be governed by the National Pension System applicable to the Central Government service [unless already governed by CCS (Pension) Rules 1972].
7. 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.
8. **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.
9. 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.
10. **On-Line applications must be submitted by August 26, 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 August 26, 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.
11. The candidates are required to produce following original documents with copies at the time of recruitment process:
- Printout of online application form.
  - Identity Proof (Aadhaar Card / Election Card / PAN Card / Passport / Driving License).
  - Date of birth/Proof of age.
  - 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.
  - Experience certificate/s.
  - Conduct certificates from two respectable persons.
  - SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
12. 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.
13. 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.
14. The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.