

**TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES
TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

21, Brundavan Colony, Narsingi, Hyderabad – 500 075

Advertisement No. 2/2013

(<http://www.tifrh.res.in/tcis/positions/staff-positions.html>)

Applications are invited for the following temporary posts:

1) Laboratory Assistant (Electrician): One post on consolidated salary. Salary will be fixed commensurate with qualification and experience. Salary range Rs 13,000 – 16, 000 p. m.

Qualifications: (i) S.S.C. or equivalent (ii) ITI in electrical Engineering (60% marks) with two year experience OR ITI in Electrical Engineering (60% marks) & NCTVT with one year experience. (ii) Minimum two (2) years hands-on experience in electrical maintenance in large industrial establishment or laboratory environment.

Desirable: Experience of maintaining general electrical wiring and controls, air conditioning, power generators, electrical load estimation, understanding the electrical circuit diagram, handling sensitive instrumentation and skills to perform diagnostics and trouble shooting.

The job may need to work in shifts and also during the holidays (as & when required).

2) Junior Engineer B (IT Support): One post on consolidated salary for providing IT support campus-wide. Salary will be fixed commensurate with qualification and experience. Salary range Rs 20,000 – 26, 000 p. m.

Qualifications: (i) Graduate preferably from recognized University. Diploma in Computer Application/ Software and Hardware from reputed Institute. (ii) Microsoft Certified Professional with Windows Administration. Red Hat Certified Technician. (iii) Minimum two (2) years experience in software and hardware maintenance. (iv) Hands-on experience with trouble shooting for both hardware and software issues for PC's running Windows and Linux and Apple Macintosh. (v) Configuration of peripherals including printers, projectors and associated devices.

Desirable : (i) Good networking and communication skills with end-users as well as vendors. (ii) Hands on experience on configuring and deploying Local Area Network equipment (active and passive). (iii) Ability to assist end users in identifying hardware and software solutions appropriate to their requirement. (iv) Dedicated to the job at hand, eager and willing to learn.

3) Assistant Academic Coordinator: One post on consolidated salary. Salary will be fixed commensurate with qualification and experience. Salary range Rs 20,000 – 25,000 p.m.

Qualifications: (i) Graduate (ii) Good knowledge of spoken and written English; (iii) Very good knowledge of personal computers and applications; (vi) Knowledge of scientific/mathematical typing; (v) Experience in handling of confidential files/matters.

Desirable: (i) Diploma in Secretarial Practice or Diploma in Office Management from recognized/reputed institution; (ii) Good knowledge of Hindi and Telugu; (ii) Knowledge of database and report generation from large database (RDBMS/DBMS); (iii) Expert knowledge in MS office with detailed knowledge of writing macros and interfacing MS-Office with databases; (iv) Five years experience in secretarial work in a reputed organization.

4) Senior Executive (Publications, Public Relations, Outreach and Endowment): One post on consolidated salary. Salary will be fixed commensurate with qualification and experience. Salary range Rs 30,000 – 40,000 p.m.

Qualifications: i) Post-Graduate (ii) Very good knowledge of English with specific expertise in content development and design of newsletters, news magazines, annual reports and related official publications (iii) Expert knowledge in MS office (iv) Expert knowledge in Corel Draw,

Dreamweaver and related software.

Desirable: Five years' experience in the relevant field in an independent leadership role in a large and reputed academic organization. Experience in day-to-day general administration, organizational and outreach activities. Experience/training in endowment related activities.

5) Facilities and Events Manager: One post on consolidated salary for a senior person to manage all aspects of guesthouse maintenance, catering and transport; event management during scientific conferences and other meetings. Building management. Salary will be fixed commensurate with qualification and experience. Salary range Rs 30,000 – 40, 000 p. m.

Qualifications: (i) Graduate (ii) Good knowledge of spoken and written English; (iii) Very good knowledge of personal computers and applications; (iv) Capability for multi-tasking; (v) Minimum three (3) years experience at a similar capacity in a reputed institution.

Desirable: (i) Good knowledge of Hindi and Telugu. (ii) Adequate knowledge of transport and accommodation facilities in Hyderabad and surroundings. (iii) Degree/Diploma in Hotel Management and hospitality.

General Information

- 1) These positions are temporary and are for the general category (unreserved). However, SC/ST/OBC/PD candidates can also apply.
- 2) The appointment may be renewed each year up to a total period of 3 years.
- 3) **Application Format:** The application form may be downloaded from our web page at <http://www.tifrh.res.in/tcis/positions/staff-positions.html>. Alternatively, an application may be prepared by the applicants themselves containing the following information: 1) Advertisement Number. (2) Name, Serial Number of the post. (3) Name of the applicant (4) Date and place of birth (attach photocopy of an appropriate certificate). (5) Nationality (6) Permanent address. (7) Address for correspondence including landline/mobile telephone numbers and e-mail address. (8) Attested photocopy of SC/ST/OBC/Disability certificate. (9) Qualifications (attach photocopies of certificates or mark lists). (10) Photocopies of work-experience with details of organization, post held, scale of pay/basic pay/total emoluments drawn (11) Names & addresses of two referees (12) Signature of the candidate. Submission of photocopies of all the certificates stated in the application are essential.
- 4) Applications giving full details together with copies of relevant certificates/testimonials in the following format and superscribing the post applied for on the envelope should reach **Senior Administrative Officer, TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES, TATA INSTITUTE OF FUNDAMENTAL RESEARCH, 21, Brundavan Colony, Narsingi, Hyderabad – 500 075 (Tel : 040 – 24195025) by Jan 31st 2013**. Completed applications along with scanned documentation can also be submitted by email, with subject "Advt 2/2012" followed by the poster applied for to **admin_officer@tifrh.res.in**.
- 5) Incomplete applications, applications without photocopies the last date shall not be considered. Applicants in Undertaking must apply through proper channel. Applicants who do not send their applications through proper channel, if called, will be interviewed only upon submission of an NOC from the competent authority prior to the interview.
- 6) 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.