



ADVERTISEMENT NO. 4/2013

Applications are invited for the following temporary posts:

1. **PROJECT ASSISTANT (ADMINISTRATION & ACCOUNTS):** Two posts (Unreserved): consolidated salary. Salary will be fixed commensurate with qualifications and experience. Salary Range: Rs. 20,000 - Rs. 25,000.

Qualifications & Experience:

- (i) Graduate in any discipline.
- (ii) Three (3) years' experience in the area of Purchase, Accounts, Stores, General Administration, Recruitment and Establishment.
- (iii) Very good knowledge of personal computers and applications; Knowledge of Scientific & Mathematical typing
- (iv) Expert knowledge in MS Office with detailed knowledge of writing macros and interfacing MS-Office with data bases.

Desirable: Experience in day-to-day general administration and accounts. Knowledge in cash and bank transactions. Maintenance of accounts and other records, Maintenance of Purchase files, Personal files (Staff & Students), Maintenance of Leave Record and etc.,

General Information:

- 1) These positions are purely temporary and are for the general category (unreserved). However, SC/ST/OBC/PWD candidates can also apply.
- 2) The appointment may be renewed each year based on the performance and 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, Gandipet Road, Hyderabad – 500 089 (Tel : 040 – 24195025) by **20th September, 2013**. Completed applications along with scanned documentation can also be submitted by email, with subject "**Advt. No. 4/2013**" followed by the post applied for to psmurthytifr@gmail.com.
- 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. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form shall disqualify the candidate.

Sr. Admin. Officer