

**TATA INSTITUTE OF FUNDAMENTAL RESEARCH***TIFR Centre for Interdisciplinary Sciences*

Plot No.21, Brundavan Colony, Narsingi, Hyderabad - 500 075

Tel: +91(0) 40 2419 5026 Website: www.tifrh.res.in**Advertisement No. 2016/6**

Applications are invited for the following posts tenable at Hyderabad. Please visit our website for application details and prescribed requirements <http://www.tifrh.res.in/index.php/staff-positions/>.

Sr. No.	Name of the Post	Reservations					Age Below	Pay Band + Grade Pay (Rs)	TME
		UR	SC	ST	OBC	PWD			
1	Scientific Officer (C)	-	-	-	-	1 OH/HH	38	PB-3; Rs. 15600-39100 + GP 5400/-	Rs. 62,444/-
2	Project Scientific Assistant (B)	1	-	-	-		28	Rs.32,500/- consolidated	Rs. 32,500/-
3	Project Clerk (A) – Accounts	1	-	-	-		28	Rs. 19,500/- consolidated	Rs. 19,500/-
4	Project Clerk (A)	2	-	-	-		28	Rs. 19,500/- consolidated	Rs. 19,500/-
5	Clerk Trainee	1	-	-	-		28	Rs. 15,000/- consolidated	Rs. 15,000/-

Abbreviations: UR – Unreserved; OBC – Other Backward Classes; SC- Scheduled Caste; PWD- Persons with Disability (OH – Orthopedically Handicapped; HH – Hearing Handicapped); TME - Total Monthly Emoluments.

1. SCIENTIFIC OFFICER (C):

Qualifications: Master of Science in any stream with minimum 60% marks

Experience: Minimum 1-2 years of experience beyond Masters Degree in (i) demonstrated scientific communication skills reaching out to lay audience. (ii) Applicant should have outstanding verbal and written communication skills in English (scientific and non-scientific) displayed in terms of articles written by them in different streams of media. (iii) Applicants need to submit minimum three examples of their science writing skills in any streams of media.

Desirable: Experience in writing science articles in newspapers, science journals or online portals, good interpersonal and teamwork skills, interest in outreach and popularization of science and in generating endowments. Candidate must have the desire to initiate new ideas and be independent thinker.

Job Description: The person will need to be independent, enthusiastic and self-motivated to be part of a growing institute to handle a broad range of responsibilities which include writing creative articles/blogs on scientific programmes of the Institute for a general audience, initiate and maintain internal magazine, newsletters, library, content writing to maintain website & annual reports, organizing scientific conferences, promoting research and assist in generating institute endowments through different channels of communication.

2. **PROJECT SCIENTIFIC ASSISTANT (B):** Temporary for one year and may be renewed each year upto a total period of three years depending upon performance and requirement.

Qualifications: Bachelor of Science in Chemistry (or) Biotechnology with minimum 60% marks.

Experience: 0-2 years in the relevant field.

Desirable: Knowledge of protein purification techniques and handling of HPLC and peptide synthesizers are desirable.

3. **PROJECT CLERK (A) - Accounts:** Temporary for one year and may be renewed each year upto a total period of three years depending upon performance and requirement.

Qualifications:

- a) Bachelor of Commerce with minimum 50% marks (aggregate).
- b) Knowledge of computer and use of personal computers and applications.
- c) Candidates with good typing skills may be given preference.

Experience: Minimum one year experience as a Clerk in Accounts in a large and reputed organization.

Desirable: Candidate should: i) have experience in Accounts/Purchase/General Administration/Establishment works and (ii) be able to take independent charge of an office.

4. **PROJECT CLERK (A):** Temporary for one year and may be renewed each year upto a total period of three years depending upon performance and requirement.

Qualifications:

- d) Graduate with minimum 50% marks (aggregate).
- e) Knowledge of computer and use of personal computers and applications.
- f) Candidates with good typing skills may be given preference.

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

Desirable: i) Experience in handling of confidential files/matters; ii) Knowledge of faculty and other academic recruitment process; iii) Diploma in Secretarial Practice or Diploma in Office Management from recognized/reputed institution; iv) Knowledge of database and report generation from large database (RDBMS/DBMS); v) Expert knowledge in MS office with detailed knowledge of writing macros and interfacing MS-Office with databases; vi) Knowledge in conducting seminars and conferences.

5. **TRAINEE CLERK:** Temporary for one year and may be renewed for another one year depending upon performance and requirement.

Qualifications:

- a) Graduate from recognized university
- b) Knowledge of typing and use of personal computers and applications.

General Information:

Higher starting salary could be considered for deserving candidates for the above posts. Selected candidates are liable to be transferred to other Centres / Field Stations of the Institute, if required.

Appointment for Serial Number of the post 1 will be initially for a period of three years, including probation period of one year. Continuing appointment beyond the initial period will be subject to the results of a comprehensive review and performance appraisal. After successful review, the appointment is continued till superannuation age, which is sixty.

Selected candidate for Post Sr. No. 1 will be governed by National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].

Prescribed age should not exceed as on **July 1, 2016** for the above posts.

Posts for the general category (Unreserved) – SC/ST/OBC/PWD (Persons with Disabilities) candidates can also apply.

Selected candidates may have to work in shifts/outside office hours and on Saturdays/Sundays and holidays.

Applications from the candidates will be accepted **ONLY ON-LINE**.

Candidates applying for above posts and who are eligible for **age relaxation** as per extant GOI rules are required to submit applications by POST, along with a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with disabilities etc.**). [SC, ST & OBC candidates applying for unreserved posts are not eligible for age relaxation and should apply online]. Incomplete applications and applications without photocopy of certificates in support of age relaxation 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, who do not send their applications through proper channel, if called, will be able to participate in the recruitment process only upon submission of the NOC from the competent authority. However, an advance copy of application along with relevant enclosures may be submitted by post before **January 21, 2017**. Such applicants are not required to apply online.

i) On-line applications must be submitted by **January 21, 2017 and applications by post must reach In-Charge, Establishment by January 21, 2017**. Applicants who are required to send the applications by post must super scribe 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.

ii) **Note: The candidates are required to produce following original documents with copies at the time of the recruitment process:**

- a. **Printout of online application form.**
- b. **Identity proof (Aadhar Card/ Election Card / Pan Card / Passport / Driving License).**
- c. **Date of birth / Proof of age.**
- d. **Educational Qualification (all mark sheets and certificates).**
- e. **Experience Certificate/s.**
- f. **Conduct certificates from two respectable persons.**
- g. **Candidates applying for the above post reserved for Persons with Disability (HH/OH) 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. PWD candidates belonging to SC/ST/OBC will be given further age relaxation as per extant GOI rules.**

iii) Outstations candidates called for the recruitment process for the post Sr. No. 1 will be paid Three Tier A/C 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.

iv) 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 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.

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