



**Advertisement No. 2016/2**

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/tcis/positions/staff.html>.

Sr. No.	Name of the Post	Reservations			Age Below	Pay Band + Grade Pay (Rs.)	TME
		UR	SC	OBC			
1	Scientific Officer (D)	1	-	-	35	PB -3; 15600-39100 + GP Rs. 6600/-	Rs. 71,650/-
2	Engineer (C) Electrical	-	-	1	31	PB -3; 15600-39100 + GP Rs. 5400/-	Rs. 59,298/-
3	Administrative Assistant (B)	1	-	-	33	PB -2; 9300-34800 + GP Rs. 4200/-	Rs. 37,119/-
4	Clerk (A)	-	1	-	33	PB-1 : Rs : 5200-20200 + GP Rs.2000/-	Rs. 22,379/-
5	Tradesman (B) Electrical	-	-	1	31	PB-1 : Rs : 5200-20200 + GP Rs.2000/-	Rs. 22,379/-

**Abbreviations:** UR – Unreserved; OBC – Other Backward Classes; SC- Scheduled Caste; TME - Total Monthly Emoluments.

**1. SCIENTIFIC OFFICER (D):**

**Qualifications:** Ph. D in Biophysics / Biochemistry/Chemistry or Protein Chemistry.

**Experience:** Minimum 2 years of experience in Protein biochemistry, protein analytics and in particular experience in recombinant protein expression from E.coli, yeast, insect and mammalian systems. Experience in cell-free expression system, biophysical characterization and chromatography techniques such as mass spectroscopy, basic NMR spectroscopy, electrophoresis, spectrophotometer, ITC, DLS, HPLC, and FPLC is essential. Particular experience in one of two, membrane proteins, amyloid fibrils or peptide chemistry is essential. Experience with sample preparation for NMR, in particular <sup>13</sup>C, <sup>15</sup>N and <sup>2</sup>H labeling strategies, is mandatory.

**Job Requirement:**

(i) The candidate will be responsible for producing recombinant protein for NMR applications using E.coli, yeast, insect and mammalian systems.

(ii) The candidate will independently develop and optimize novel research-scale protein purification schemes using a variety of tools

(iii) The candidate will assist academic users and faculties in their research work.

(iv) The candidate must be an independent thinker, possess good problem solving skills and be able to function and coordinate flow in interdisciplinary research.

**2. ENGINEER (C) ELECTRICAL:**

**Qualifications:**

B.E./ B. Tech in Electrical Engineering from a recognized University / institute with 60% marks.

**Experience:**

1-2 years of work experience in relevant field.

**Desirable:**

- i) Experience as Electrical Engineer in reputed Research Laboratories/Universities/Institutes of Higher Education of government or semi government or reputed private institutes or MNC companies is desirable.
- ii) Candidate should have knowledge of planning, operation and maintenance of Electrical and Air-conditioning services and well conversant with CPWD Manual, National Building Code, BIS standards & codes of practice, and Green Building Concepts. Preference will be given to those with more experience.

**Job Requirement:**

- i) Primary responsibility will be planning, management, execution and maintenance of electrical and HVAC works/equipments/machineries relating to specialized areas such as Clean Rooms, Biological/Chemical laboratories, Computer rooms, Auditoriums, Lecture Halls, HT & LT installations/Substations and similar things.
- ii) Monitor service contracts for Lifts, Central/Package/Room Air conditioners, Diesel Generators, UPS systems including batteries, Audio & Video systems, Stabilizers, Security Alarm, Firefighting system, Water treatment plant, and similar aspects by awarding contracts and their timely renewal for maintaining efficient and effective uninterrupted service.
- iii) Liaison with local electricity authority/statutory bodies/Corporation, for necessary permission and approvals relating power/enhancement of demand load/Energy audit.

**3. ADMINISTRATIVE ASSISTANT (B):**

**Qualifications:** a) Graduate with 55% marks b) Knowledge of typing and use of personal computers and applications c) Candidates with better typing skills may be given preference.

**Experience:** Minimum 5 years of experience in General Administration/Establishment/HR in a 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.

**4. CLERK- A:**

**Qualifications:** a) Graduate with 50% marks; b) Knowledge of typing and use of personal computers and applications; c) Candidates with better 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:** Candidate should: i) have experience in Accounts/Purchase/General Administration/ Establishment works and (ii) be able to take independent charge of an office.

**5. TRADESMAN (B) [ELECTRICAL]:**

**Qualifications:**

- i) S.S.C. OR equivalent.
- ii) ITI i.e. National Trade Certificate (NTC) (60% marks) awarded by National Council of Vocational Training (NCVT) in the relevant trade with two years of experience.

OR

National Apprenticeship Certificate (NAC) (60% marks) awarded by National Council of Vocational Training (NCVT) in the relevant trade with one year experience.

**Experience:** Should have experience in operation and maintenance of LV and HV switch gear, transformers, motor starters, house wiring and similar works.

**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. Selected candidate will be required to work in shifts.

**General Information:**

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

Appointment for Serial Number of the post -1, 2 & 5 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.

Appointment for Serial Number of the posts 3 & 4 will be initially for a period of one year, including probation period. 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.

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

Prescribed age should not exceed as on **January 1, 2016** for the post.

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

Selected candidates for the above posts will be governed by National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].

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

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, along with a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with disabilities etc.**).

Incomplete applications and applications without photocopy of certificate 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 interviewed only upon submission of the NOC from the competent authority.

- i. On-Line applications must be submitted by **May 14, 2016** and **applications by post must reach In-Charge, Establishment by May 14, 2016**. 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 test/interview:**
  - 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. **SC/OBC certificate (wherever applicable) should be in the Government of India format. OBC candidates should submit a valid copy of the non-creamy layer certificate issued by competent authority in the Govt. of India format. The OBC certificate in GOI format should be preferably for the current financial year on the date of closing of application or utmost not earlier than one year from the date of closing of application.**
- iii. Outstation candidates called for interview for Sr. No. 1 will be paid single First Class / III Tier AC Train Fare & for Sr. No. 2 will be paid Single Second Class (Non Air-conditioned) 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.
- iv. Outstation Scheduled Caste candidates called for interview for the post at Sr. No. 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, these candidates will have to bear the fare for the first 30 kms. both ways.
- v. 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.

**(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

- The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_
- The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_
- The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_
- The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order 1962@.The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 991@

The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*Designation \_\_\_\_\_

(with seal of office) State/Union Territory

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificates:

- i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Dy.Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/ Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

# OBC CERTIFICATE FORMAT

Annexure

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_  
in District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ community  
which is recognised as a backward class under the Government of India, Ministry of Social  
Justice and Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_. \* Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family  
ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. 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 O.M. No. 36012/22/93 – Estt.(SCT)  
dated 8.9.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

\*- The authority issuing the certificate may have to mention the details of Resolution of  
Government of India, in which the caste of the candidate is mentioned as OBC.  
\*\*- As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.