



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
(Autonomous Institution of the Department of Atomic Energy, Government of India)
TIFR Centre for Interdisciplinary Sciences
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Ref: TFR/TCIS/EST/

May 23, 2016

Walk-in Interview

Notice No.2016/3

TIFR Centre for Interdisciplinary Sciences (TCIS), Hyderabad hereby invites applicants for "Walk-in-Interview" for one position of Temporary Administrative Assistant (B).

TEMPORARY ADMINISTRATIVE ASSISTANT (B) : 1 Position – Un-reserved

Qualification : 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 experience in Purchase/Stores/General Admin/Accounts in a large and reputed organization.

Desirable : Working knowledge in purchase, stores, inventory and logistics, Maintenance of Purchase files and Maintenance of stores record.

This position is purely temporary, only for six months and may be renewed for another six months based on the performance. A Consolidated Pay of Rs.32,500/- (including HRA of Rs.3600/-) will be paid.

Age: Below 33 years as on January 01, 2016.

Applicants must bring with them the following: 1) Application on plain paper giving full details such as Name, Date of Birth, Full address with phone/mobile number and e-mail address (if any), Educational Qualification, experience, caste, names and addresses of two referees (attach certificates from the referees) together with true copies of relevant certificates and testimonials duly attested, details of post applied for an Notice Number 2) **The original certificates and mark lists for verification.** 3) One latest photograph. 4) Applicants in Govt. / Semi-Govt. / Public Sector undertakings / Autonomous body must bring No Objection Certificates from their reporting officer.

No TA/DA will be paid for attending the Interview.


Date, Time & Venue of Interview

Date: Tuesday, 7th June, 2016

Time: 07:30 AM Sharp

Venue: Tata Institute of Fundamental Research, TIFR Centre for Interdisciplinary Sciences, Plot No.21, Brundavan Colony, Gandipet Main Road, Narsingi, Hyderabad – 500 075. How to reach the Centre you may please be visit our website: <http://www.tifrh.res.in/tcis/positions/staff.html>

Note: Applicants without original and photocopies of relevant certificate will not be interviewed.


(D. Hariprasad)
In-Charge, Admin & Estt.