



# 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](http://www.tifrh.res.in)

## Advertisement No. 2015/2

Applications are invited for the following post tenable at Hyderabad:

Sr. No.	Name of the Post	Reservations				Age Below	Pay Band + Grade Pay (Rs.)	TME
		UR	SC	ST	OBC			
1	CLERK (A)	1	-	-	1	28 UR 31 OBC	PB-1 : Rs : 5200-20200 + GP Rs.2000/-	Rs. 21,836/-

**Abbreviation:** UR – Unreserved; OBC - Other Backward Class; TME - Total Monthly Emoluments.

### 1. **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) be Graduate with 60% marks. (ii) have Proficiency in use of computers and applications. (iii) should have good typing skill and typing speed of 40 w.p.m. (iv) Experience in Accounts/Purchase/General Administration/ Establishment works. (v) be able to take independent charge of an office. (vi) Candidates who can do mathematical typing using Latex will be given preference.

**Age:** Below 28 years for Un-reserved and below 31 years Reserved for OBC as on July 1, 2015

### **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 the post 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.

Prescribed age should not exceed as on **July 1, 2015** for the post.

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

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

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.**). [SC, ST and OBC candidates applying for unreserved posts are not eligible for age relaxation]

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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. **Applications by post must reach to the In charge, Establishment Section, TIFR Centre for Interdisciplinary Sciences, 21 Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad - 500 075, Telangana State, latest within 15 days from the date of publishing this advertisement in News Papers.** Applicants are required to send the applications by post should superscribe the post applied for, advertisement no. & serial number of the post on the envelope. The format of the application is as prescribed in our website <http://www.tifrh.res.in/tcis/positions/staff.html>
- ii. **Note: The candidates are required to produce following original documents with copies at the time of test/interview:**
  - a. **Identity proof (Aadhar Card / Election Card / Pan Card / Passport / Driving License).**
  - b. **Date of birth / Proof of age.**
  - c. **Educational Qualification (all mark sheets and certificates).**
  - d. **Experience Certificate/s.**
- iii. 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.

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