

TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

CNK Arcade, Plot No. 21, Brundavan Colony, Survey No. 161, Narsingi Village
Rajendranagar Revenue Mandal, Ranga Reddy District, Hyderabad 500 075

Advertisement No. 01/2013

Applications are invited for the following post tenable **at Hyderabad** :

ADMINISTRATIVE OFFICER (C) : One Post [Unreserved] ; Pay Band (PB-3) Rs.15600-39100 + Grade Pay : Rs.5400/- ; TME : Rs.46230/- ; HQ : Mumbai.

Qualification : i) Graduate with 60% marks in aggregate ii) Knowledge of use of personal computers and applications iii) Diploma in Management

Experience : 5 years service in Grade Pay 4200/4600/4800 level or equivalent grade. Persons in Government or semi-Government organizations, who possess the necessary qualifications, could also be considered for appointment on deputation basis.

Desirable : i) Knowledge of Central Government Rules and Regulations regarding Establishment, Service matters, General administration, Accounts, Budget, Purchase, Stores, welfare functions and allied works. ii) Ability to prepare independently self-contained notes, drafts, letters and other documents iii) Good interpersonal communication skills. iv) Post Graduate in Management

Age : **Below 40 years as on July 1, 2012**

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.

Selected candidate for the above post will be governed by the New Pension Scheme applicable to the Central Government service [unless they are already governed by CCS (Pension) Rules 1972].

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

Applications giving full details together with copies of relevant certificates/testimonials in the following format and superscribing the post applied for & Serial Number of the post on the envelope should reach Senior Administrative Officer **before 08 March 2013**

Application format : (1) Advertisement Number. (2) Name of the post. (3) Name of the applicant. (4) (a) Date of birth (attach photocopy of certificate). (b) Age as on **July 1, 2012**. (5) Nationality. (6) Whether belonging to SC/ST/OBC (attach photocopy of certificate). (7) Disability (attach photocopy of certificate). (8) Permanent address. (9) Address for correspondence. (10) Telephone numbers for contact. (a) Landline (b) Mobile. (11) Email address. (12) Qualifications (attach photocopies of **certificates and mark lists**). (13) Experience with details of organization, post held, scale of pay, basic pay (attach photocopies of certificates). (14) Names & addresses of two referees (attach certificates). (15) Have you at any time been called for interview in the Institute? If so, give details. (16) Signature of the candidate. Submission of photocopies of all the certificates stated in the application are essential.

Incomplete applications and applications without photocopies of certificates 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 an NOC from the competent authority, prior to the interview.

Outstation candidates called for interview for the above posts 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.

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. Please refer TIFR website also <http://www.tifrh.res.in/tcis/positions/staff.html> for details. _