



TATA INSTITUTE OF FUNDAMENTAL RESEARCH

TIFR Centre for Interdisciplinary Sciences

Plot No.21, Brundavan Colony, Gandipet Road, CBIT Post Office,
Hyderabad - 500 075 Tel: +91(0)40 2419 5026

Advertisement No. 5/2014

Applications are invited for the following temporary posts tenable at TCIS Hyderabad.

Closing date of application : **September 6, 2014**

Sr. No.	Name of the Post	Reservation	Age Below	Pay
1	PROJECT CLERK (A) - 3 Posts	UR	28	CP: Rs. 17500/- pm (including HRA of Rs. 2538/-)

Abbreviation : UR – Unreserved ; CP - Consolidated Pay

1) PROJECT CLERK (A) :

Qualification : 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 depending upon the specific post.

Experience : Minimum one year experience as a Clerk in administrative matters and correspondence in large and reputed organizations. Expert knowledge in MS Office.

Desirable : Experience in day-to-day general administration and accounts. Knowledge in cash and bank transactions. Maintenance of accounts and other records, Maintenance of Purchase files, Personal files (Staff & Students), Maintenance of Leave Record and etc.,

General Information:

- 1) These positions are temporary and are for the general category (unreserved). However, SC /ST/ OBC /PWD candidates can also apply. SC, ST and OBC candidates applying for Un-reserved posts are not eligible for age relaxation
- 2) The appointment may be renewed each year based on the performance and up to a total period of 3 years
- 3) Prescribed age should not exceed as on **July 1, 2014** for the above posts.
- 4) Application Format: The application form may be downloaded from our web page at <http://www.tifrh.res.in/tcis/positions/staff-positions.html>. Alternatively, an application may be prepared by the applicants themselves containing the following information:
 - 1) Advertisement Number. (2) Name, Serial Number of the post. (3) Name of the applicant (4) Date and place of birth (attach photocopy of an appropriate certificate). (5) Nationality (6) Permanent address. (7) Address for correspondence including landline/mobile telephone numbers and e-mail address. (8) Attested photocopy of SC/ST/OBC/Disability certificate. (9) Qualifications (attach photocopies of certificates or mark lists). (10) Photocopies of work-experience with details of organization, post held, scale of pay/basic pay/total emoluments drawn

(11) Names & addresses of two referees (12) Signature of the candidate. Submission of photocopies of all the certificates stated in the application are essential.

5) Applications giving full details together with copies of relevant certificates/testimonials in the following format and super-scribing the post applied for on the envelope should reach Administrative Officer, TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES, TATA INSTITUTE OF FUNDAMENTAL RESEARCH, 21, Brundavan Colony, Gandipet Road, CBIT Post office, Hyderabad – 500 075 (Tel : 040 – 24195026) **by September 6, 2014**.

6) 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 an NOC from the competent authority.

7) 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. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form shall disqualify the candidate.

Administrative Officer