

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

National Centre of the Government of India for Nuclear Science & Mathematics and
a Deemed University

1, Homi Bhabha Road, Colaba, Mumbai 400 005

Advertisement No. 2021/6

Applications are invited for the following posts tenable at Mumbai:

Sr. No.	Name Of The Post	Reservations						Age Max.	Pay Level and Pay Stage as per 7 th CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Medical Officer (C) – One Post	1	-	-	-	-	-	35	Pay Level 10; Pay Stage 1	100652/- (includes NPA)
2	Administrative Officer (C) [Legal] – One Post	1	-	-	-	-	-	40	Pay Level 10; Pay Stage 1	87,525/-
3	Scientific Assistant (B) – One Post	1	-	-	-	-	-	28	Pay Level 6; Pay Stage 1	54126/-
4	Tradesman (B) [Turner] – One Post	1	-	-	-	-	-	28	Pay Level 3; Pay Stage 1	35001/-
5	Clerk (A) – One Post	-	-	-	-	-	1	28	Pay Level 3; Pay Stage 1	35001/-
6	Security Guard – One Post	-	-	-	1	-	-	31	Pay Level 1; Pay Stage 1	28040/-
7	Security Guard – One Post	-	-	-	-	-	1	28	Pay Level 1; Pay Stage 1	28040/-

Abbreviation : UR - Unreserved ; SC - Scheduled Caste ; ST - Scheduled Tribe ; OBC - Other Backward Class ; PwBD - Persons with Benchmark Disabilities ; EWS – Economically Weaker Section ; NPA – Non Practicing allowance ; TME – Total Monthly Emoluments.

1 MEDICAL OFFICER (C) – ONE POST (UNRESERVED)

Qualification & Experience:

- Full Time MBBS with aggregate of 60% marks from a recognized university/institute.
- 2-year clinical experience in Hospital/Clinic/Institute applications

Job requirement

- The candidate Should be well versed with the management of patients with common ailments at OPD level.

Desirable

- Additional course in public health will be given more weightage
- Should have interest in organizing health awareness & health promotional activities
- Knowledge of use of personal computers and its

Age: Maximum 35 years (Age relaxation as per rules)

Note :

- MBBS from MCI recognized university/institute.
- Minimum 2 years clinical experience (excluding the period of internship)

2 ADMINISTRATIVE OFFICER (C) [LEGAL] – 1 POST (UNRESERVED)

Qualification:

- (a) Bachelor's degree in Law from recognised University/Institute with aggregate of 60% marks.
- (b) Knowledge of use of personal computers and applications.

Experience:

5 Years' experience as an Advocate or as a Law Officer in the Legal Department of Central/State Government/any large organization and/or legal associate /legal consultant in an Advocate's or Solicitor's office.

Desirable :

- (a) Master's degree in Law or any diploma in specialized fields of law
- (b) Experience in legal affairs, litigation, arbitration and conciliation, drafting and vetting of various agreements

Note : In case of practicing advocates (i) copy of the Bar Council Registration Certificate and (ii) a copy of certificate from Bar Association of which the candidate is a member should be submitted.

Nature of Work :

- (a) Advising on various legal issues, drafting letters, notices, agreements, affidavits, applications etc.
- (b) Liaising with Advocates including for Court cases and for opinions.
- (c) Candidate is expected to well versed with various laws including laws related to Public Trust, Constitutional and administrative law, Labour and employment laws, contract law, intellectual property laws, Government rules, UGC rules and regulations, land laws / development control regulations etc.
- (d) Candidate must be strong at law research.

Age: Maximum 40 years (Age relaxation as per rules)

3 SCIENTIFIC ASSISTANT (B) – ONE POST (UNRESERVED)

- (a) Full Time Science Graduate in Chemistry / Physics (from a recognized University/Institute with aggregate of 60% marks).
- (b) Knowledge of use of personal computers and its applications.
- (c) Minimum 1 year experience.

Age: Maximum 28 years (Age relaxation as per rules)

Desirable Qualification and Experience:

Knowledge of Chemistry / biochemistry at the undergraduate level and experience in analytical chemistry experiments desirable.

4 TRADESMAN (B) [TURNER] – ONE POST (UNRESERVED)

- (a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in turner trade
- (b) Two years' experience in working on lathes in a small, medium or large workshop.

OR

- (a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in turner trade
- (b) One year experience in working on lathes in a small, medium or large workshop.

Age: Maximum 28 years (Age relaxation as per rules)

5 CLERK (A) – ONE POST (RESERVED FOR ECONOMICALLY WEAKER SECTION)

- (a) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.
- (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.

Age: Maximum 28 years (Age relaxation as per rules).

6 SECURITY GUARD – ONE POST (RESERVED FOR OTHER BACKWARD CLASS)

- (a) S.S.C OR Equivalent (Central/State Board Examinations)
- (b) Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization.
- (c) Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard (This clause is not applicable to candidates from Defence /CAPF)
- (d) Knowledge of use of personal computers and applications

Age: Maximum 31 years (Age relaxation is as per rules)

Physical Fitness

(a) Male

- Height not less than 165cms;

- Chest 80-85 cms

- Weight: corresponding to height and age as per medical standard.

- Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

(b) Female

- Height not less than 157 cms; Chest [Not applicable]

- Weight: corresponding to height and age as per medical standard.

- Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

Physical Efficiency Test

(a) Running Fitness for male candidates : 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 8.00 minutes for 1.6 km running test conducted in TIFR Colony.

-Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females :100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 10.00 minutes for 1.6 km running test conducted in TIFR Colony.

(b) Shot put (except females) (7.26 kgs) 4.5 mts

(c) Chin ups except females :

Upto 30 years : 08-09 numbers

30-40 years : 05-06 numbers

- (c) Push ups except females :
40-45 years : 16-17 numbers

Above 45 years: 12-13 numbers
- (d) Sit ups except females :
Up to 30 years : 25 – 29 numbers

30-40 years : 20-24 numbers

40-45 years : 15-19 numbers

Above 45 years: 10-14 numbers

Note: Ex-servicemen, Military Service personnel and CAPF personnel with 3 years' experience will be considered for the Pay Level 2. Ex-servicemen, Military Service personnel and CAPF personnel with 10 years' experience or more can be considered for higher Pay Level 3.

(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

7 SECURITY GUARD – ONE POST (RESERVED FOR ECONOMICALLY WEAKER SECTION)

- (a) S.S.C OR Equivalent (Central/State Board Examinations)
- (b) Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization.
- (c) Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard (This clause is not applicable to candidates from Defence /CAPF)
- (d) Knowledge of use of personal computers and applications

Age: Maximum 28 years (Age relaxation is as per rules)

Physical Fitness

(a) Male

- Height not less than 165cms;
- Chest 80-85 cms
- Weight: corresponding to height and age as per medical standard.
- Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

(b) Female

- Height not less than 157 cms; Chest [Not applicable]
- Weight: corresponding to height and age as per medical standard.
- Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

Physical Efficiency Test

- (a) Running Fitness for male candidates : 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 8.00 minutes for 1.6 km running test conducted in TIFR Colony.

-Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females :100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on

smooth and straight running tracks. The time will be extended to 10.00 minutes for 1.6 km running test conducted in TIFR Colony.

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30-40 years : 20-24 numbers

40-45 years : 15-19 numbers

Above 45 years: 10-14 numbers

Note: Ex-servicemen, Military Service personnel and CAPF personnel with 3 years' experience will be considered for the Pay Level 2. Ex-servicemen, Military Service personnel and CAPF personnel with 10 years' experience or more can be considered for higher Pay Level 3.

(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

General Information :

1. All the above posts are tenable at TIFR, Colaba, Mumbai
2. Selected candidates for Sr. no. 1 to 7 are liable to be transferred to other Centres/Field Stations of the Institute, if required.
3. Higher starting salary could be considered for deserving candidates for the posts at Sr. No.1 to 7.
4. Appointment for the above posts at Sr. Nos. 1, 3 & 4 will be initially for a period of three years, including probation period of one year. Continuing appointment beyond the initial period of three years 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.
5. Selected candidate for the above posts at Sr. Nos. 4, 6 & 7 will be required to work in shifts.
6. Selected candidates for all the above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
7. Prescribed age should not exceed as on **January 1, 2021** for the above posts.
8. Selected candidates for the above posts will be governed by the National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].

9. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply. Candidates applying for EWS reserved post should not be covered under the scheme of reservation for SCs, STs and OBCs.
10. **Applications from the candidates will be accepted ONLY ON-LINE except for the following: -**
- i. 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, alongwith a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with benchmark disabilities etc.**). [SC, ST and OBC candidates applying for unreserved posts are not eligible for age relaxation and should apply online].
 - ii. 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 able to participate in the recruitment process only upon submission of an NOC from the competent authority. However, an advance copy of application alongwith relevant enclosures may be submitted by post. Such applicants are not required to apply online.
11. Incomplete applications (online) and off-line applications without photocopy of certificate in support of age relaxation and applications received after the last date shall not be considered.
12. **On-Line applications must be submitted by July 3, 2021 and applications by post must reach Administrative Officer (D), Recruitment Cell, Tata Institute of Fundamental Research, 1, Homi Bhabha Road, Navy Nagar, Colaba, Mumbai 400005 by July 3, 2021.** Applicants who are required to send the applications by post must superscribe 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.
13. The candidates are required to produce following original documents with copies at the time of recruitment process:
- a. Printout of online application form.
 - b. Identity Proof (Aadhaar Card / Election Card / PAN Card / Passport / Driving License).
 - c. Date of birth/Proof of age.
 - d. Educational Qualification (all mark sheets and certificates).
In case Universities/Board award letter grades/CGPA/OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by the University/Board. In the absence of the same, the candidature will not be considered (While submitting original documents for verification, the candidates will have to produce the norms of the University/Board for conversion of grades/CGPA/OGPA to equivalent percentage of marks.
 - e. Experience certificate/s.
 - f. Conduct certificates from two respectable persons.
 - g. SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
 - h. 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 Non Creamy Layer 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.

14. (a) Outstation candidates called for recruitment process for the posts at Sr. Nos. 1 & 2 will be paid single first class (non-air conditioned)/III Tier A/C return fare for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets.

(b) Outstation candidates called for recruitment process for the posts at Sr. Nos. 3 will be paid single second class (non-air conditioned) return train fare for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets;

(c) If you travel by air, you are required to travel only by the national carrier, AIR INDIA with the tickets purchased only from Air India website or Air India booking counter. The air-fare for such candidates will be restricted to **the eligible** return train fare on production of tickets and boarding passes.

15. The Institute reserves the right to restrict the number of candidates for the recruitment process 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 and experience will not entitle an applicant to be called for the recruitment process. 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.

16. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other criteria. Recruitment authorities would be free to reject application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be terminated from service if appointed.

17. Due to Covid-19 pandemic, the Institute reserves the right to conduct written tests, skill tests, interviews etc. online.
