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Recruitment Advertisement No. 2022/4

The National Centre for Radio Astrophysics, Pune [NCRA] of the Tata Institute of Fundamental Research [TIFR] (an autonomous institute under the umbrella of the Department of Atomic Energy of the Government of India) is an internationally reputed research institute. NCRA-TIFR is located inside the Pune University Campus. Facilities operated by NCRA-TIFR include, the Ooty Radio Telescope (ORT) and the Giant Metrewave Radio Telescope (GMRT). Located about 80 KM north of Pune, GMRT is the world's largest radio telescope at metre wavelengths. NCRA is on the lookout for suitably qualified candidates for the following positions:

Table with columns: Sr, Post Name, HQ, No. of Reservations Posts, Max Age, Pay Level /Pay Stage, TME. Rows include Admn. Asst-B at Pune and Khodad.

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Abbreviations: UR - Unreserved; OBC - Other Backward Classes; SC- Scheduled Caste; PwBD - Persons with Benchmark Disability (OH - Orthopedically Handicapped; HH - Hearing Handicapped); TME - Total Monthly Emoluments.

1. Administrative Assistant-B [2 Posts: 1-UR; 1-OBC; HQ: Pune] Click to apply online

2. Administrative Assistant-B [1 Post: 1-EWS; HQ: Khodad] Click to apply online

[Pay Level: 06, Pay Stage: 01; TME: 61818/- (Pune) 53034 (Khodad)]

Essential Qualification: (a) Graduate from a recognised University /Institute with aggregate of 55% marks. (b) Proficiency in word processing/data base/accounting procedures.

Essential Experience: 5 years' experience in General Administration, Establishment section, Accounts, in a large reputed organisation.

Desirable: Knowledge of Central Govt. rules, GFR, Services, Contracts, Finalisation of Accounts, Taxes, procurement, etc.

Job Description: Manpower planning, Rosters, Leaves, LTC, Pay Fixation. Contracts, Bill processing and passing, budget and help in finalization of accounts, Inventory management, etc.

Age: Maximum 33 years for UR & EWS; Maximum 36 years for OBC.

3. Technical Assistant-B (Civil) [1 Post; OBC; HQ: Pune] Click to apply

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Job Description: Manpower planning, Rosters, Leaves, LTC, Pay Fixation. Contracts, Bill processing and passing, budget and help in finalization of accounts, Inventory management, etc.

Age: Maximum 33 years for UR & EWS; Maximum 36 years for OBC.

3. Technical Assistant-B (Civil) [1 Post; OBC; HQ: Pune] Click to apply

University/Institute with aggregate of 60% marks) in relevant discipline. (b) Knowledge or use of personal computers and its applications.

Essential Experience: 2 years' experience in electronics lab of a reputed organisation.

Desirable: Knowledge of Electronics Test, PCBs.

Job Description: Design, maintain and operate electronic equipment at Electronics Laboratory and at field, antenna structure. Working in RF/ Communication / Electronics Labs.

Age: Maximum 38 years.

5. Clerk-A [1 Post; SC; HQ: Pune] Click to apply online

[Pay Level: 03; Pay Stage: 01; TME: 39761/-]

Essential Qualification: (a) Graduate from a recognized University / Institute with aggregate of 50% marks. (b) Knowledge of typing (c) Knowledge of use of personal computers and applications especially MS Office - supported by certificates from the government recognized institutions.

Desirable: Candidates with better typing skills and computer proficiency, knowledge of Central Govt. rules and procedures may be given preference.

Essential Experience: 1-year experience in clerical duties and correspondence in large and reputed organisation.

Job Description: Send purchase enquiries, prepare comparative statements, contracts and services, AMC, etc. Dealing with contractors for security, housekeeping and canteen, making transport and travel arrangements, medical bills, Guesthouse bills, bill processing etc.

Age: Maximum 33 years.

6. Laboratory Assistant-B [1 Posts; OBC; HQ: Khodad] Click to apply online

[Pay Level: 03; Pay Stage: 01; TME: 33443/-]

Essential Qualification and Experience: (a) Full Time H.S.C. with 60%. (b) One-year experience in Laboratory OR (a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electronics. (b) One years' experience in electronics laboratory of a reputed organisation OR (a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electronics. (b) One-year experience in electronics lab of a reputed organisation.

Essential Experience: 2 years with ITI or 1 year with ITI and NCVT.

Job description: SMD Soldering for Digital and RF circuits. DC wiring Cable routing, Digital and RF system integration, Testing and installation, Basic knowledge on computer hardware.

Age: Maximum 31 years.

7. Tradesman-B (Plumber) [1 Post; SC; HQ: Pune] Click to apply online

[Pay Level: 03; Pay Stage: 01; TME: 37349/-]

Essential Qualification and Experience: (a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Plumber trade. (b) Two years' experience OR (a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Plumbing trade. (b) One-year experience in relevant field.

Essential Experience: 2 years with ITI or 1 year with ITI and NCVT.

Desirable: Knowledge of maintenance and repair of water pipeline, sewage, chambers, drainage lines etc.

Job Description: Attending to plumbing requirement of the office and the housing colony, including guesthouse and hostel.

Age: Maximum 33 years.

8. Tradesman-B (Welder) [1 Post; EWS; HQ: Pune] Click to apply online

[Pay Level: 03; Pay Stage: 01; TME: 37349/-]

Essential Qualification and Experience: (a) Xth Pass With ITI in Welder Trade with (with aggregate of 60% marks) and with NCVT. (b) Minimum Two years' year experience TIG & MIG and MMA welding. Desirable: IBR Certificate / X-Ray quality Govt. approved Certified welder in Pipe-6G / plate-4G positions. Working at height of 20 meters or more are preferable.

Essential Experience: 2 years with ITI or 1 year with ITI and NCVT.

Desirable: High precision welding experience in metals like MS, stainless steel, aluminium, casting, Gas laser, fabrication, etc.

Job Description: Antenna structure welding and related activities.

Age: Maximum 28 years.

9. Tradesman-B (Electrical) [1 Post; UR; HQ: Khodad] Click to apply online

[Pay Level: 03; Pay Stage: 01; TME: 33443/-]

Essential Qualification: (a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Electrical trade/discipline. (b) Two years' experience OR (a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical trade/discipline. (b) One-year experience in relevant field.

Essential Experience: 2 years with ITI or 1 year with ITI and NCVT.

Desirable: Electrical B license

Job Description: Maintenance of HT / LT lines, telephone lines, electrical works and attending to breakdown of electrical equipments.

Age: Maximum 28 years.

10. Driver-B [4 Posts; 1-UR; 2-OBC; 1-EWS; HQ: Khodad] Click to apply online

[Pay Level: 02; Pay Stage: 01; TME: 29663 (Khodad) 33848 (Pune)]

Essential Qualification: (a) S.S.C. or Equivalent (Central/State Board Examinations) (b) Valid license for driving heavy motor vehicles.

Essential Experience: 3 years of accident-free experience of driving heavy passenger motor vehicles in large cities.

Desirable: (i) Preliminary / primary knowledge of vehicle inspection, trouble shooting and minor repairs (ii) Bus batch (iii) Experience in driving all vehicles including Bus.

Physical Fitness (a) Male: Height not less than 165 cms; Chest minimum 80 cms; expansion: 05 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. (Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

Job Description: Taking officials on their visits. Driving all vehicles including Bus and heavy duty vehicles.

Age relaxation to the Ex-servicemen: As per extant rules.

Age: Maximum 30 years for UR; 35 years for SC; 30 years for EWS; 33 years for OBC.

Selection procedure will include written and trade test and driving examination.

12. Work Assistant [4 Posts; 1-UR; 1-SC, 2-OBC; HQ: Khodad] Click to apply online

[Pay Level: 01; Pay Stage: 01; TME: 30789 (Pune); 26946 (Khodad)]

Essential Qualification: S.S.C. OR Equivalent (Central/State Board Examinations) OR NTC (Electronics) awarded by NCVT.

Essential Experience: One-year experience of maintenance in areas: plumbing/ electronics/ electrical/ carpentering / Masonry/ garden and horticulture / estate / CCTV, etc..

Job Description: Helping in plumber, electrical, civil tradesmen in their day to day activities.

Age: Maximum 28 years for UR; 33 years for SC; 31 years for OBC; 28 years for EWS.

14. Security Guard [4 Posts; 2-OBC; 2-EWS; HQ: Khodad] Click to apply online

[Pay Level: 01; Pay Stage: 01; TME: 26946/-]

Essential Qualification: a) S.S.C OR Equivalent (Central/State Board Examinations) (b) Essential 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 for EWS & Maximum 31 years for OBC.

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.

-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.

(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;

(d) Push-ups except females: 40-45 years: 16-17 numbers; Above 45 years: 12-13 numbers;

(e) 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.

Desirable:

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).

Job Description: Security at antenna site. To work in 3 shifts.

Note: (1) HQ mentioned is for the present. All the above posts are transferable within NCRA campuses i.e. Pune, Khodad & Ooty. (2) Candidates will be required to work in shifts/ beyond office hours and on Saturdays, Sundays and holidays, as per the exigencies of the Centre. (3) The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of the qualifications and experience prescribed in the advertisement. For posts, such as Technical Assistant, Tradesman, Laboratory Assistant, Driver, Work Assistant and Security Guard, candidates with higher qualification will not be considered. At the same time, candidates should make full disclosure in their applications. Any information that was not disclosed and is found out at a later stage will be dealt with appropriate disciplinary action. (4) Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for the recruitment process. (5) The Institute reserves the right not to fill the post herein advertised. (6) Canvassing in any form shall disqualify the candidate.

Essential Experience: Post qualification experience in the relevant field.

Last date for receipt of the applications is 31st August 2022. Age, Qualification & experience will be reckoned as on 1-Jul-2022. TME: Total Monthly Emoluments UR: Unreserved; OBC: Other Backward Caste; SC: Scheduled Caste; ST: Scheduled Tribe; PwBD: People with Benchmark Disability; VH: Visual Handicap; EWS: Economically Weaker Section.

How to apply: Candidates are encouraged to apply on-line at http://www.tinyurl.com/ncra2022. Those who cannot apply online, can submit hard copy in the prescribed format, in a sealed cover inscribing the post applied for on the envelope to the Administrative Officer, NCRA-TIFR, Post Bag 3, Ganeshkhind, Pune University Campus, Pune 411007. Applications received online/by post after the last date will not be considered. For details such as advertisement, application format, experience etc., visit at http://www.tinyurl.com/ncra2022.

Selection Procedure: If the eligible number of applications are large, the Centre will restrict the number of candidates for written tests by applying additional parameters like merit list of the applicants based on the marks in the basic qualification, number of years of experience and select reasonable number of candidates for each post for recruitment purpose. Centre will conduct more than one written test, online test, skill test, for making a primarily merit list. This merit list is not a selection list. This merit list will be used to further shortlisting of the candidates for final written tests, online interview, wherever required. Top scorer from the final list made by the Selection Committee will be considered for selection if the candidate is otherwise suitable.

Please note that the detailed advertisement published on the NCRA website is final and candidates are encouraged to go through the website for any updates from time to time.

In case of any difficulty in making online application please send email describing the difficulty to estt@ncra.tifr.res.in

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