TATA INSTITUTE OF FUNDAMENTAL RESEARCH

National Centre of the Government of India for Nuclear Science & Mathematics

Homi Bhabha Road, Colaba, Mumbai 400 005

Advertisement No. 1/2013

Applications are invited for the following posts tenable at Mumbai :

1. **PROJECT SCIENTIFIC OFFICER (C)** : One Post [Unreserved] ; Appointment is temporary and to be renewed each year up to a total period of three years depending upon performance ; Consolidated Pay : Rs.41,500/- p.m. (including HRA of Rs.5,600/- and all other allowances) ; HQ : Mumbai.

   Qualification : M.V.Sc. with minimum 60% marks **or** B.VSc. with minimum 60% marks.

   Experience : One year experience in animal breeding, maintenance, healthcare, genotyping, colony management and care, surgical experiments, transgenic technology will be highly desirable. In case, no candidates are found suitable for Project Scientific Officer (C) post then B.V.Sc. candidates with an excellent academic record may also be considered for appointment as Project Scientific Officer (B) with consolidated pay of Rs.34,000/- (including HRA of Rs.4900/- and all other allowances).

   Age : Below 28 years (age limit may be relaxed up to 30 years).

2. **PROJECT SCIENTIFIC OFFICER (C)** : One Post [Unreserved] ; Appointment is temporary and to be renewed each year up to a total period of two years depending upon performance ; Consolidated Pay : Rs.41,500/- p.m. (including HRA of Rs.5,600/-) ; HQ : Mumbai.

   Qualification : (i) B.E./B.Tech. with minimum 60% marks in Information Technology/Computer Science/ Electronics and Telecommunication/Electronics or equivalent. (ii) The candidate should be well versed with Windows and LINUX based operating system. (iii) The candidate must have extensive knowledge of programming in C, C++, Perl, Fortran, Java (some extensive and some on familiarity basis).

   Experience : (i) 1 – 2 years experience in software development work in a research laboratory, software company or R & D department of a company. (ii) Experience in Linux based programming, pipeline processing of large volume of data, data base generation and data base management (knowledge of Relational Data Base and SQL) is desirable.

   Age : Below 28 years.

3. **ADMINISTRATIVE ASSISTANT (B) [SECRETARIAL]** : Two Posts [Unreserved] ; Pay Band (PB-2) : Rs.9300-34800 + Grade Pay : Rs.4200/- ; TME : Rs.30,022/- ; HQ : Mumbai.

   Qualification : i) Graduate with 55% marks. (ii) English Typing @35 wpm (Computing @ 10500 KDPH on an average of 5 key depressions for each word). (iii) English stenography @ 100/80 wpm (IV) Knowledge of use of personal computers and applications.

   Desirable : i) Diploma in Secretarial Practice or Diploma in Office Management from recognized/reputed institution. (ii) Knowledge of scientific/mathematical typing. (iii) Expert knowledge in MS-Word, Excel, Power Point, MS-Access with detailed knowledge of writing macros and interfacing MS-Office with databases. (iv) Able to develop applications in Linux environment, expert knowledge of database and report generation from large database (RDBMS/DBMS). (v) Basic handling and maintenance of servers. (iv) Proven experience in handling of confidential files/matters.

   Experience : Five years' experience in administration/accounts field in a large and reputed organization.

   Age : Below 33 years.

TME : Total Monthly Emoluments.

Higher starting salary could be considered for deserving candidates at sr.no. 3. Candidates are liable to be transferred to other Centres/Field Stations of the Institute, if required.

General Information :

Prescribed age should not exceed as on **January 1, 2013.**

Selected candidates for the post at sr.no. 3 will be governed by the New Pension Scheme applicable to the Central Government service (unless they are already governed by CCS (Pension) Rules 1972).

Posts 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 Head Establishment **within 15 days from the date of publication of this advertisement**.

Application format : (1) Advertisement Number. (2) Name & Serial Number of the post. (3) Name of the applicant. (4) (a) Date of birth (attach photocopy of certificate). (b) Age as on **January 1, 2013.** (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/mark sheets 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 ticket.

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.tifr.res.in/positions for details.