

# 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. 2022/1

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 <sup>th</sup> CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Junior Hindi Translator – One Post	1	0	0	0	0	0	30	Pay Level 6; Pay Stage 1	59,478/-
2	Laboratory Assistant (B) – One Post	1	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	38,243/-
3	Security Guard – One Post	1	0	0	0	0	0	28	Pay Level 1; Pay Stage 1	30,168/-
4	Library Trainee – Four Posts	4	0	0	0	0	0	28	Monthly Stipend	15,000/-
5	Temporary Work Assistant – One Post	1	0	0	0	0	0	28	Consolidated Pay (including HRA of Rs.5400/-)	25,600/-

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

1	<p><b>JUNIOR HINDI TRANSLATOR – 1 Post (Unreserved)</b></p> <p><b>Qualification &amp; Experience:</b></p> <p>(a) Master's degree from recognised University/Institute in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR</p> <p>(a) Master's degree from recognised University/Institute in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR</p> <p>(a) Master's degree from recognised University/Institute in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level OR</p> <p>(a) Master's degree from recognised University/Institute in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR</p> <p>(a) Master's degree from recognised University/Institute in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level AND</p> <p>(b) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa OR two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India undertaking.</p> <p><b>Desirable Qualification &amp; Experience:</b></p> <p>(a) Knowledge of typing in Hindi.</p> <p>(b) MS-CIT or equivalent course.</p> <p><b>Job Description:</b></p> <p>(a) Translation / typing work related to scientific and technical literature / annual reports /</p>
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	<p>bilingualism of notices / letters etc.</p> <p>(b) Experience of organizing workshops / Hindi week / Hindi class etc.</p> <p>(c) Administrative Experience.</p>
2	<p><b><u>LABORATORY ASSISTANT (B) – 1 Post (Unreserved)</u></b></p> <p><b>Qualification &amp; Experience:</b></p> <p>(a) Full Time H.S.C. with 60%.</p> <p>(b) Two-years working experience in Biology/Chemistry Laboratory at College/University/Research Institute.</p> <p><b>Desirable:</b></p> <p>(a) Candidates having Full time HSC (Science) passed in first attempt will be preferred.</p> <p>(b) Two years Certificate Course in Medical Laboratory Technologies (CMLT) will be preferred.</p>
3	<p><b><u>SECURITY GUARD – 1 Post (Unreserved)</u></b></p> <p><b>Qualification &amp; Experience:</b></p> <p>(a) S.S.C OR Equivalent (Central/State Board Examinations)</p> <p>(b) Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization.</p> <p>(c) Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard (This clause is not applicable to candidates from Defence /CAPF)</p> <p>(d) Knowledge of use of personal computers and applications</p> <p>Age: Maximum 28 years (Age relaxation is as per rules)</p> <p><b>Physical Fitness</b></p> <p>(a) Male</p> <ul style="list-style-type: none"> <li>• Height not less than 165cms;</li> <li>• Chest 80-85 cms</li> <li>• Weight: corresponding to height and age as per medical standard.</li> <li>• Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.</li> </ul> <p>(b) Female</p> <ul style="list-style-type: none"> <li>• Height not less than 157 cms; Chest [ Not applicable]</li> <li>• Weight: corresponding to height and age as per medical standard.</li> <li>• Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.</li> </ul> <p><b>Physical Efficiency Test</b></p> <p>(a) <u>Running Fitness for male candidates:</u> 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.  <u>Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females:</u> 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.</p> <p>(b) Shot put (except females) ( 7.26 kgs ) 4.5 mts</p> <p>(c) Chin ups except females :</p>

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- 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

**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).**

**4 Library Trainee – Four Posts - UR**

**Qualification**

- (a) Graduate from recognised University/Institute (Science preferable) &
- (b) B.Lib. from a recognized University/Institute.

(Candidates who have appeared for final exam/semester of Library Science and are awaiting results can also apply.)

**5 Temporary Work Assistant – One Post – UR**

**Qualification :** S.S.C. OR Equivalent (Central / State Board examinations).

**Experience :** Minimum one year experience.

**Desirable :** Knowledge of photocopying and basic library science skills preferred.

**Job Requirements :** Job responsibilities include processing, shelving and shifting of books/journal volumes, photocopying of journal articles etc., packing of parcels, attending desk duties on shifts/holidays and also on normal working days whenever required. Other routine jobs of an Attendant.

**General Information :**

1. All the above posts are tenable at TIFR, Colaba, Mumbai.
2. Selected candidates 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 3.
4. Appointment for the above post at Sr. No. 2, will be initially for a period of three years, including

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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. No. 3 will be required to work in round-the-clock shift duties. Selected candidates for the above posts at Sr. No. 4 & 5 will be required to work in shifts between 0745 hrs to 2200 hrs.
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. The tenure of the selected candidates for the above post at Sr. No. 4 is limited to one year and they would not have any claim for any permanent or temporary appointment in the Institute either during or after the training period. The scheme is purely a facility for on-job training provided to individuals.
8. The tenure of the selected candidate for the above post at Sr. No. 5 is for a period of six months initially, which can be renewed for another six months as a very special case.
9. Prescribed age should not exceed as on **January 1, 2022** for the above posts.
10. Selected candidates for the posts at Sr. Nos. 1 to 3 will be governed by the National Pension System applicable to the Central Government service [unless already governed by CCS (Pension) Rules 1972].
11. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.

12. **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.
13. 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.
14. **On-Line applications must be submitted by March 12 2022 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 March 12, 2022.** Applicants who are

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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.

15. 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.

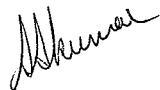
- e. Experience certificate/s.
  - f. Conduct certificates from two respectable persons.
16. Outstation candidates called for recruitment process for the post at Sr. No. 1 will be paid single second class (non-air conditioned) return train fare for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets.

If you travel by air, you are required to travel only by 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.

17. 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.

18. Before applying for the post, the candidate should ensure that he 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.

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





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