



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Sy.No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy Dist.
Hyderabad – 500 046, Website: www.tifrh.res.in

Advertisement No. 2025/03

Applications are invited for the following posts tenable at Hyderabad.

Sr. No.	Name of the Post	Reservations						Age Max. (years)	Pay Level and Pay Stage as per 7th CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Administrative Officer (C)	1	-	-	-	-	-	40	Pay Level -10; Pay Stage 1	Rs. 1,14,945/-
2	Clerk Trainee	6	-	-	-	-	-	28	Monthly Stipend of Rs. 22,000/-	

Abbreviations: (UR)-Un-Reserved, (TME)-Total Monthly Emoluments.

1. ADMINISTRATIVE OFFICER (C) – One (01) Post (Un-Reserved):

Essential Qualifications:

- (a) Graduate from a recognized University/Institute with aggregate of 60% marks.
- (b) Diploma/Degree/Certificate course in Management or Administration from a recognized University/Institute.
- (c) Proficiency in use of personal computers and applications.

Essential Experience:

- (a) 5 years service in Pay Level 6 and /or Pay Level 7 and /or Pay Level 8 or with equivalent TME (total monthly emolument).
- (b) Experience in handling Establishment and/or Academic matters.

Desirable Experience:

- (a) Experience in recruitment section of Government Departments and Institutes; hands on experience in maintaining all reservation roster as per Government of India rules; compassionate appointments; pay fixation and pay protection; generating recruitment reports as per the requirement of various Government agencies.
- (b) Candidate should be able to run a responsible recruitment while ensuring speed, quality and attention to details.
- (c) Experience in NIC eOffice working environment is desirable.

Job Responsibilities:

- (a) To deal all establishment related works and other service matters.
- (b) Should have thorough knowledge about RTI, FRSR, CCS (CCA) rules, CCS (Pension) rules, NPS, DoP&T rules and guidelines governing the service matters of the employees and well versed in its application in respect of establishment and service matters.
- (c) To deal with all academic matters. Should have thorough knowledge about UGC rules and guidelines of Ministry of Education, NACC guidelines, Ministry of External Affairs (MEA) guidelines governing foreign students and foreign visitors for attending conference in India etc.
- (d) Candidates at supervisory/managerial level should be self-driven and highly motivated and have excellent leadership qualities along with oral and written communication skills.

Mode of Recruitment: Written Test, Skill Test & Interview.

2. **CLERK TRAINEE – Six (06) Posts (Un-Reserved):** Temporary for one year and may be extended for another year depending upon performance and requirement. This scheme is purely a facility for on-job training provided to individuals.

Essential Qualifications:

- (a) Graduate from a recognized University / Institute.
- (b) Knowledge of typing and use of personal computers and applications.

Desirable Experience:

Candidates with experience in Microsoft Excel, good drafting skills and with prior experience as Clerk /typist in government /semi-government/ Autonomous bodies / Public Sector Undertakings will be preferred.

Mode of Recruitment: Written Test and Skill Test.

General Information:

- 1. All the above posts are tenable at TIFR, Hyderabad.
- 2. Selected candidates for the above posts are liable to be transferred to other Centers / Field Stations of the Institute, if required.
- 3. A higher starting salary could be considered for deserving candidate for the post at Sr. No. 1.
- 4. i) Appointment for the above post at Sr. No. 1 will be initially for a period of one (01) year, including probation period. Continuing appointment beyond the initial period of one (01) year 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.

- ii) The tenure of the selected candidates for the posts at Sr. No.2 is limited to one year. The tenure could be extended for another year if felt necessary with necessary review. 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.
5. Selected candidates for all the above posts will be required to work on Saturdays/Sundays and holidays, as per the exigencies of the Institute.
 6. Prescribed age should not exceed as on **July 1, 2025** for the above posts. Age relaxation as per rules.
 7. Selected candidates for the post at Sr. No. 1 will be governed by the National Pension System applicable in the Institute [unless she/he is already governed by CCS (Pension) Rules 1972].
 8. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
 9. Applications from the candidates will be accepted **ONLY ON-LINE** (<https://recruitment.tifrh.res.in/applicants/>) 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 online application and take a printout of online application form and attach relevant enclosures and submit by POST, along with a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with Benchmark disabilities etc.**). [SC, ST& OBC candidates applying for unreserved posts are not eligible for age relaxation.
 - ii) Applicants in Government/ Semi-Government/ Public Sector Undertaking must apply through proper channel. Applicants who do not send their online applications through proper channel, if called, will be able to participate in the recruitment process only upon submission of NOC from the competent authority. However, an advance copy of the online application form along with relevant enclosures may be submitted by post.
 10. Incomplete online applications without photocopy of certificate in support of age relaxation and applications received after the last date shall not be considered.
 11. **On-line applications must be submitted by September 05, 2025 and applications by post [who are required to submit by post as per Sr. No. 9 (i) & 9 (ii) paragraphs mentioned above] must reach Head, Administration & Finance, Tata Institute of Fundamental Research, Survey No. 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500046 by September 05, 2025.**
 12. 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 people.
- g) SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
- h) Latest CV.
- i) PwBD candidates applying for the unreserved post should be suffering from not less than 40% of the disability for the benefit of age relaxation. Candidates will have to submit a Disability Certificate issued by the competent authority in the prescribed format.

13. Outstation candidates called for recruitment process for the post at Sr.No.1 will be paid single First class (non - air conditioned) / III Tier AC 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 purchase air tickets ONLY from 1) M/s Balmer Lawrie & Company Limited (BLCL) 2) M/s Ashok Travels & Tours (ATT) 3) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC). BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED. The air-fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes.

14. The Institute reserves the right to restrict the number of candidates for 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 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.

15. Before applying for the post, the candidate should ensure that they fulfil 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.

16. The institute reserves the right to conduct written tests, skill tests, interviews etc. online / in-person.

17. If you are facing any difficulty while applying through online, please write to recruitment@tifrh.res.in giving a brief nature of the difficulty you are facing.

