



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

भारत सरकार का नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केंद्र एवं समविश्वविद्यालय
National Centre of the Government of India for Nuclear Science and Mathematics
and a Deemed University

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Advertisement No. 2022/6

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21/12/22

Applications are invited for the following posts tenable at Mumbai:

★ REFER PT NO. 11(C) REG AIR TRAVEL & PT. NO. 9 REG. CLOSING DATE UPDATED

Sr. No.	Name of the Post	Reservations						Age Max.	Consolidated Pay (including HRA)
		UR	SC	ST	OBC	PwBD	EWS		
1	Project Engineer (C) [Civil]	1	0	0	0	0	0	28	Rs. 78,500/- p.m. (Including HRA of Rs.12,100/-)
2	Project Junior Engineer (B) [Civil]	2	0	0	0	0	0	28	Rs. 48,500/- p.m. (Including HRA of Rs.7,600/-)
3	Project Junior Engineer (B) [Electrical]	1	0	0	0	0	0	28	Rs. 48,500/- p.m. (Including HRA of Rs.7,600/-)
4	Project Clerk (A)	1	0	0	0	0	0	28	Rs. 31,800/- p.m. (Including HRA of Rs.5,400/-)

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

1. Project Engineer (C) [Civil] – One Post – UNRESERVED

Qualification & Experience:

- Full Time Degree in Engineering (B.E/B.Tech with aggregate of 60% marks) from a recognized university/institute in Civil Engineering.
- Minimum 3 years' experience as per the following job requirements.

Job Requirement:

Cost estimation, tender evaluation, quality control, preparation of rate analysis for

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extra/deviated items, recording measurement of works in Measurement Books(MB), Certification of contractors running/final Bills, maintaining record of test reports, coordinating for civil and allied works required for electrical, HVAC and firefighting at site, supervising outsourced annual maintenance contracts for various bulk services i.e., plumbing, horticulture and landscaping works, water treatment plant, sewage treatment plant, and carpentry works.

Desirable:

- a) Good knowledge of CPWD work procedures and building codes.
- b) Experience of supervision of construction of at least one single building from foundation level to superstructure
- c) Knowledge of quality control, rate analysis, cost estimation, recording measurements in measurement Books, certification of contractors bills, etc.
- d) Knowledge of AutoCAD and use of personal computers and its applications.

2. Project Junior Engineer (B) [Civil] – Two Posts – UNRESERVED

Qualification and Experience:

- (a) Full Time Diploma in Civil Engineering (from a recognized University/Institute with aggregate of 60% marks).
- (b) Knowledge of use of personal computers and its applications.
- (c) Minimum 2 years' experience in supervision of civil & public health activities during construction works in a reputed organization.

Job requirement:

Supervision of civil & public health activities during construction works, supervision of maintenance jobs of all civil works in buildings & roads by departmental staff, preparation of bills, preparation of estimates, tendering job, documentary work related with works contract etc.

Desirable:

Knowledge of government tender process, estimation & tender preparation. Knowledge of ACAD for preparation of Civil drawing is desirable.

3. Project Junior Engineer (B) [Electrical] – One Post – UNRESERVED

Qualification and Experience:

- (a) Full Time Diploma in Electrical Engineering (from a recognized University/Institute with aggregate of 60% marks).
- (b) Knowledge of use of personal computers and its applications.
- (c) Minimum 2 years' experience in supervision of Electrical Maintenance work in a reputed organization.

Job requirement:

Supervision of Electrical maintenance work such as Installation, testing, commissioning, operation and maintenance of LT/HT electrical equipment and wiring installations including street lighting etc., troubleshooting and fixing electrical problems in single/ three phase supply system having various colour codes and its proper identification.

Desirable Qualification & Experience:

Knowledge in government tender process, estimation & tender preparation. Knowledge of ACAD for preparation of electrical drawing is desirable.

4. Project Clerk (A) – One Post – UNRESERVED**Qualification and Experience:**

- (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 — supported by certificates from the government recognized institutions.
- (d) Minimum one-year experience in clerical duties and correspondence in large and reputed organization.

Desirable: Candidate should have experience in Establishment / Accounts / General Administration / Purchase / Stores works. Proficiency in MS office — Excel etc.

General Information :

1. All the above posts are tenable at TIFR, Colaba, Mumbai.
2. Selected candidate for the above posts at Sr.Nos. 2 and 3 will be required to work in round-the-clock shift duties.
3. Selected candidates for all the above posts will be required to work on Saturdays/ Sundays and holidays, as per the exigencies of the Institute.
4. The appointment for the above posts is temporary and may be renewed each year up to a total period of 3 years depending upon performance.
5. Prescribed age should not exceed as on **January 01, 2022** for the above posts.
6. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.



7. 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.
8. 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.
9. **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 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.
10. 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.
11. (a) Outstation candidates called for recruitment process for the posts at Sr. Nos. 1 will be paid single first class (non-air conditioned)/III Tier A/C return fare for the journey by the shortest route from the

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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.2 and 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 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.

12. 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.
13. 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.
14. Due to Covid-19 pandemic, the Institute reserves the right to conduct written tests, skill tests, interviews etc. online.

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