



Advertisement No. 1/2024

TIFR Center for Applicable Mathematics, Bangalore, one of the units of Tata Institute of Fundamental Research, an autonomous organization under the Department of Atomic Energy, Govt. Of India and a Deemed University, invites applications from Indian Nationals for the following positions on regular basis.

I. Scientific Assistant B (Post Code SAB) (Unreserved) -One Post

Pay Level 6 of Pay Matrix (Pre-revised Pay Band `9300-34800 with Grade Pay of ` 4200)
Approximate total monthly Emoluments at Bangalore ` 56940(excluding HRA)

Essential Qualification	Desirable	Age	Job Requirement / Experience
a) Graduate from a recognized University/Institute with aggregate of 60% marks and Graduate or Post Graduate in Library/Information Science (with aggregate of 60% marks). (b) Knowledge of use of personal computers and its applications. (c)Minimum one years' experience in handling the Library in an educational institution / a Research Institution.	Knowledge of handling Koha Software Knowledge of La Tex typing	Below 28 Years. Relaxation in upper age limit will be as per rules	Incumbent will be in-charge of the Library and is responsible for management of library

II. Administrative Assistant B (Post Code AAB) (Reserved for PwBD) One Post –Fourth Attempt

Pay Level 6 of Pay Matrix (Pre-revised Pay Band `9300-34800 with Grade Pay of ` 4200)
Approximate total monthly Emoluments at Bangalore ` 62196 (excluding HRA)

Essential Qualification	Desirable	Age	Job Requirement / Experience
(a) Graduate from a recognized University / Institute with aggregate of 55% marks. (b) Proficiency in word processing/data base /accounting procedures. (c) 5 years' experience in Accounts/ Purchase/ Stores/General Admin /Establishment in a large and reputed organization	B.Com, BBA specialization in Finance	Below 33 Years. Relaxation in upper age limit will be as per rules	Knowledge of Accounting as per GOI Rules and Regulations. Knowledge of Tally. Incumbent is expected to maintain accounts section, process Bills and finalize Accounts of the Centre. Further, he/she will be transferred to other areas of administration viz Establishment, Graduate School, and Stores & Purchase

Percentage of disability for the post: Not less than 40 % of locomotor disability.

Physical requirement for the post: Sitting, Bending, Seeing, Reading & Writing, Communication, Manipulation by Fingers, Standing, Walking, One Leg, One Arm

III. Work Assistant: One Post: (Post Code WAP) (Reserved for Orthopedically Handicapped); Third Attempt

Pay Level 1 of Pay Matrix (Pre-revised Pay Band PB-1 ` 5200-20200 with grade pay ` 1800) approximate total Monthly Emoluments at Bangalore -` 30222 (excluding HRA).

Essential Qualification	Desirable	Age	Job Requirement / Experience
1. SSC or its Equivalent (Central /state Board Examinations) and 2. One year experience	Desirable: PUC/XII STD.	Below 28 Years Relaxation in upper age limit will be as per rules	Experience in the area of movement of papers, files, maintenance of registers / books etc. Knowledge of typing and personal computers.

Percentage of disability for the post: Not less than 40 % of locomotor disability.

Physical requirement for the post: Sitting, Standing, walking, pulling and Pushing, Lifting, Kneeling and Crouching, Seeing, Reading and Writing, Communication and Manipulation by Fingers. OL.OA

IV. **Work Assistant: One Post: (Reserved for OBC); (Post Code WAO) -Second Attempt**

Pay Level 1 of Pay Matrix (Pre-revised Pay Band PB-1 ` 5200-20200 with grade pay ` 1800) Approximate total Monthly Emoluments at Bangalore -` 28251 (excluding HRA).

Essential Qualification	Desirable	Age	Job Requirement / Experience
i. SSC or its Equivalent (Central /state Board Examinations)and ii. One year experience in the area of maintenance of Garden	Desirable: Higher Secondary Examination (10 + 2) with Agriculture or Bio-Science or Biology.	Below 28 Years Relaxation in upper age limit will be as per rules	Experience in the area of maintenance of Garden. Knowledge of typing use of personal Computers

Benefits under TIFR Service:

1. These posts carry usual allowances i.e. Dear ness Allowance (DA), House Rent Allowance(HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees stationed in Bangalore and as made applicable to TIFR.
2. In addition to the emoluments indicated against the posts, benefits such as reimbursement of medical expenses, leave travel concession, conveyance advance and house building advance etc. are available as per rules of TIFR.

Relaxations:

1. The date for determining age limit/experience/qualifications shall **be 01st January 2024.**
2. Regular/Project/Temporary staff who have completed three years continuous service in TIFR, and apply for posts below GP 5400 (Upper age limit upto 45 years (limited to 50 years with all relaxations) and apply for posts in GP 5400 and above (Upper age limit upto 50 years (limited to 55 years with all relaxations).
3. Upper age limit is relaxable upto 5 years for SC/ST and upto 03 years for OBC candidates only in respect of those posts which are **reserved** for the respective categories.
4. Reserved category candidates should produce the requisite certificate in the prescribed format issued by appropriate competent authority at the time of trade test / skill test. OBC candidates should produce the certificate valid for appointment to posts under the Central Government.
5. Relaxation in upper age limit for persons with disability, ex-servicemen, Widows, divorced women and women judicially separated from their husbands and who are not re-married will be as per rules.
6. Relaxation in upper age limit by 05 years will also be permissible to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989 for a further period of two years beyond 31st December 2015 subject to production of relevant certificate from concerned authority.

General conditions/information:

1. The qualifications prescribed should have been obtained from recognized Universities/Institutions/Boards.
2. Candidates should ensure that he/she possesses the required educational qualification/experience in the relevant area on 01st January 2024
3. **Applicants with educational qualifications higher than that specified, in both Essential and Desirable columns, may not be considered for Work Assistant Posts (WAO and WAP).**
4. The selected candidates will be governed by the provisions of the New Pension Scheme as introduced by the GOI and as adopted by TIFR
5. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post.
6. Candidate should clearly indicate in his/her application form the post code for which he/she wants to be considered.
7. Wherever grades are awarded by Universities/Institutes in CGPA/SGPA/OGPA etc. system, candidates are requested to convert the same into percentage based on the formula adopted by the University/Institute and mention the percentage at the appropriate column in the application form.
8. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post. The decision of the Dean, TIFR CAM in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of test and whether or not to fill up all or any of the posts, will be final and binding on the candidates and no enquiry or correspondence in this connection from any individual will be entertained.
9. Centre reserves the right not to fill the post or posts notified herein.

Mode of Selection:

The prescribed Essential Qualifications are a bare minimum and mere possession of the same will not entitle the candidates to be called for appearing in the written test/ trade test / skill test etc. The Screening Committee will adopt its own criteria to shortlist the candidates for trade Written test/skill test etc. The Candidates should, therefore, furnish in the relevant field/column all the qualifications and experience that they have acquired over and above the minimum prescribed qualifications.

Screening of applications is based on the basis of information furnished on line. In case information furnished is false or no proper documentary evidence could be produced in support of information furnished on line at the time of appearing for written test / skill test, such candidates will not be allowed to appear for test. The Candidates should, therefore, furnish the information for which they have proper documentary evidence.

How to apply:

1. Eligible candidates are required to apply Online through [TIFR CAM Career](https://career.tifrbng.res.in) (<https://career.tifrbng.res.in>) website. No other form of application will be accepted.
2. Online application will be available on TIFR CAM website from 15th June, 2024 upto **15th July 2024**

Guidelines to apply online.

1. [Create a new account](#) on this website using a valid email. You will receive all the communications
2. You will receive a password set link through email. Click that link and set the password.
3. After setting the password you are all set to apply for open positions
4. Login in with your login credential [here](#)
5. Apply to current open positions

3. While applying candidates are requested to have the following, without which application could not be submitted.
 - a. Photograph
 - b. Signature scan copy
 - c. OBC certificate in the format prescribed wherever applicable.
 - d. Disability Certificate in the format prescribed.
4. Candidates should keep a print-out of the online application for their record.
5. Candidates applying for more than one post code should submit separate online applications.
6. Applications from candidates working in Government Departments, autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies are required to inform their department at the time of applying and to produce NO Objection Certificate at the time of trade test / skill test failing which they will not be allowed to appear for tests prescribed for the post.

7. Applications incomplete in any respect (i.e unsigned, without photograph, without the required documents/certificates etc.) will be summarily rejected

Sd/-
Administrative Officer E

Form-VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)
[See rule 18(1)]

Recent passport
size attested
photograph
(Showing face
only) of the
person with
disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri / Smt./Kum _____
son/wife/daughter of Shri _____ Date of birth (DD-MM-YYYY) _____
Age _____ Years, Male/ Female _____ Registration No. _____ permanent
resident of House No. _____ Ward/ Village/ Street _____
Post _____ Office _____ District _____
State _____, whose photograph is affixed above, and am satisfied that he/she
is a case of _____ disability. His/her extent of percentage Physical
impairment/disability has been evaluated as per guidelines (_____ Number and date of issue of
the guidelines to be specified) and is show against the relevant disability in the table below:-

Sl. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment /mental disability (in%)
	Locomotor disability	@		
	Muscular Dystrophy			

	Leprosy cured			
	Cerebral Palsy			
	Acid attack victim			
	Low vision	#		
	Deaf	€		
	Hard of Hearing	€		
	Speech and Language disability			
	Intellectual disability			
	Specific Learning Disability			
	Autism spectrum disorder			
	Mental Illness			
	Chronic Neurological conditions			
	Multiple sclerosis			
	Parkinson's disease			
	Haemophilia			
	Thalassemia			
	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive / non-progressive/ likely to improve/ not likely to improve
3. Reassessment of disability is
 - i. Not necessary or
 - ii. Is recommended / after _____years _____months, and therefore this certificate shall be valid till (DD/MM/YYYY)____ _

@- eg. Left/Right/both arms/legs

#- eg. Single eye/ both eyes

€ - eg. Left /Right / Both ears

4. The applicant has submitted the following document as proof of residence:-

Name of document	Date of Issue	Details of authority issuing certificate

(Authorized signatory of notified Medical Authority)
(Name and Seal)

Signature /thumb impression
of the person in whose favour
certificate of disability is
issued

Countersigned
{Countersignature and seal of the Chief Medical
Officer/ Medical Superintendent/Head of
Government Hospital, in case the Certificate
is issued by a medical authority who is not a
Government Servant (with Seal)