

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. 2022/17

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 th CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Administrative Assistant (B) – 1 Post	0	0	0	1	0	0	36	Pay Level 6; Pay Stage 1	61,818/-
2	Security Guard – 2 Posts	2	0	0	0	0	0	28	Pay Level 1; Pay Stage 1	31,329/-
3	Project Scientific Officer (C) – 2 Posts	2	0	0	0	0	0	28	Consolidated Pay (includes HRA)	89,900/-

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	<p><u>ADMINISTRATIVE ASSISTANT (B) –1 POST (OTHER BACKWARD CLASS)</u></p> <p><u>Qualification & Experience:</u></p> <p>(a) Graduate from a recognised 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.</p> <p><u>Desirable:</u></p> <p>(a) Graduate (full time) in Arts/Commerce/Science preferred (b) Proficient in using personal computers and MS Office applications (c) Excellent written and oral communication skills (d) Experience as Personal Assistant or Secretary (e) Knowledge of Stenography (English)</p> <p><u>Applicants with over qualification will not be considered.</u></p>
2	<p><u>SECURITY GUARD – TWO POSTS (UNRESERVED)</u></p> <p><u>Qualification & Experience:</u></p> <p>(a) S.S.C OR Equivalent (Central/State Board Examinations) (b) Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization. (c) Firefighting Training Certificate/ NCC certificate/ Civil Defence training/Home guard (This clause is not applicable to candidates from Defence /CAPF) (d) Knowledge of use of personal computers and applications</p> <p><u>Desirable :</u> First Aid Certificate (This clause is not applicable to candidates from Defence /CAPF).</p>