



Advertisement No. 2018/04

Applications are invited for the following posts tenable at Hyderabad. Please visit our website for application details and prescribed requirements <http://www.tifrh.res.in/index.php/staff-positions/>.

Sr. No.	Name of the Post	Reservations					Age Below	Pay Level & Pay Stage	TME
		UR	SC	ST	OBC	PWD			
1	Project Scientific Officer (D)	1	-	-	-	-	35	Rs. 84,500/- Consolidated	Rs. 84,500/- (including HRA)
2	Administrative Officer (C)	1	-	-	-	-	40	Pay Level -10; Pay Stage 1	Rs.81,195/-
3	Engineer (C)	1	-	-	-	-	28	Pay Level -10; Pay Stage 1	Rs.81,195/-

Abbreviations: UR – Unreserved; OBC – Other Backward Classes; SC- Scheduled Caste; PWD - Persons with Disability (OH – Orthopedically Handicapped; HH – Hearing Handicapped); TME - Total Monthly Emoluments.

- 1. Project Scientific Officer (D):** One Post -Temporary for one year and may be renewed each year up to a total period of three years depending upon performance and requirement.

Essential Qualifications: Ph.D degree in biological sciences.

Essential Experience:

- Minimum Two years of post-qualification practical experience in multi parameter flow cytometry and cell sorting.
- Ability to analyze and interpret data and familiarity with routine FACS and imaging data analysis software.
- Excellent communication, writing, planning and organizational skills.

Desirable Experience:

- i) Prior experience of managing a multi-user FACS and imaging facility.
- ii) Ability to perform routine maintenance on the equipment with minimal help from company engineers.

Job Responsibilities:

- Manage the daily set up and calibration of all the FACS machines and microscopes.
- Operate and perform routine maintenance on specific equipment, as needed.
- Impart training to new users.
- Implement hardware and software upgrades.
- Liaison with field engineers and technical support staff to achieve optimum performance and arrange periodic servicing and maintenance of all the equipment in the core facility.

- Advise users on experimental design, sample preparation and troubleshooting.
- Work together with TIFR investigators to ensure compliance with the Institutional Ethics Committee and Biosafety Committee guidelines.
- Contribute to the development and advancement of the central cytometry and imaging facility, as needed.
- Proactively assist in the implementation of novel cytometry and imaging protocols and their applications

2. ADMINISTRATIVE OFFICER (C) : One Post; Pay Level 10; Pay Stage 1; Total Monthly Emoluments : Rs.81,195/- ; HQ: Hyderabad.

Essential Qualifications & Experience:

- a) Graduate with minimum of 60% marks.
- b) Knowledge of use of personal computers and their applications.
- c) 5 years of service in Pay Level of 6/7/8 or equivalent grade or with equivalent TME (total monthly emoluments) with Diploma in Human Resource Management (HRM).

(OR)

6 years of experience in Pay Level of 6/7/8 or equivalent grade or with equivalent TME (total monthly emoluments).

Desirable:

- a) Post Graduate / Master's Degree in Management with specialization in human resources.
- b) Post-qualification experience in dealing with administrative and establishment matters, should have thorough knowledge of Govt. Financial Rules (FRSR), their applications in respect of service matters.
- c) Applicant should have working knowledge in purchase, accounts & budget, stores, and inventory.
- d) Candidates at supervisory/managerial level should be self-driven, highly motivated, and have excellent leadership along with oral and written communication skills.

Age: Below 40 as on July 1, 2018. The maximum age limit for appointment on deputation should not exceed 56 years as on July 1, 2018.

NOTE for candidates applying under Deputation basis

- a) The period of deputation will be for a period of three years.
- b) The eligible employees working in the Central Government Departments/Autonomous Institutions for appointment under deputation should send their applications through proper channel in the online application.
- c) The application should include attested copies of confidential report dossiers for the past five years and a certificate to the effect that the officials are clear from vigilance point of view, and that there is no disciplinary case pending/contemplated against him/her.
- d) Applications received after the expiry of last date or otherwise found incomplete for want of ACRs/Vigilance clearance certificate or without the seal of the office will not be entertained.

3. ENGINEER (C): One Post; Pay Level 10; Pay Stage 1; Total Monthly Emoluments : Rs.81,195/- ; HQ: Hyderabad.

Essential Qualifications: B.E. / B. Tech with 60% marks in Civil Engineering from a recognized university.

Essential Experience: Minimum 1 year of post qualification experience in the relevant field.

Desirable:

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

Job Responsibilities:

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

General Information:

Candidates are liable to be transferred to other Centres / Field Stations of the Institute, if required.

Appointment for post Serial Number 2 will be initially for a period of one year, including probation period. Continuing appointment beyond the initial period 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.

Appointment for post Serial Number 3 will be initially for a period of three years, including probation period of one year. Continuing appointment beyond the initial period 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.

Selected candidates for the above posts will be governed by National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].

Prescribed age should not exceed as on **July 1, 2018** for the above posts.

Posts for the general category (Unreserved) – SC/ST/OBC/PWD (Persons with Disabilities) candidates can also apply.

Selected candidates may have to work outside office hours and on Saturdays/Sundays and holidays, if required.

Applications from the candidates will be accepted **ONLY ON-LINE.**

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, along with a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with disabilities etc.**). [SC,

ST & OBC candidates applying for unreserved posts are not eligible for age relaxation and should apply online].

Incomplete applications and applications without photocopy of certificates in support of age relaxation and applications received after the last date shall not be considered. Applicants working 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 allowed for Written Test / interview only upon submission of the NOC from the competent authority. However, an advance copy of application along with the relevant enclosures may be submitted by post before the due date.

i) On-line applications must be submitted by **07 September 2018** and applications by post must reach In-Charge, Establishment by **07 September 2018**. Applicants who are required to send the applications by post must super scribe 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.

ii) **Note: The candidates are required to produce following original documents with copies at the time of test/interview:**

- a. **Printout of online application form.**
- b. **Identity proof (Aadhar Card/ Election Card / Pan Card / Passport / Driving License).**
- c. **Date of birth / Proof of age.**
- d. **Educational Qualification (all mark sheets and certificates).**
- e. **Experience Certificate/s.**
- f. **Conduct certificates from two respectable persons.**
- g. **Disability Certificate (if required)**

iii) Outstation candidates called for interview for the above posts will be paid III Tier AC train fare for the journey by the shortest route from the nearest railway station of their place of residence to the place of interview on the production of onward and return journey tickets.

iv) The Institute reserves the right to restrict the number of candidates for test / interview to reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for interview. 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.

&&&&