



**Advertisement No. 2023/10**

Applications are invited for the following posts tenable at Hyderabad.

Sr. No	Name of the Post	Reservations						Age Below (Years)	TME
		UR	SC	ST	OBC	PwBD	EWS		
1.	Project Scientific Assistant (B)	1	-	-	-	-	-	28	Rs.58,400/- Consolidate pay (including HRA of Rs.8,602/-).
2.	Engineer Trainee	1	-	-	-	-	-		Monthly stipend of Rs.35,000/-

Abbreviations: UR- Unreserved, TME-Total Monthly Emoluments.

**1. Project Scientific Assistant (B): One (01) Post (Un-reserved):** Temporary for one year and may be renewed each year upto a total period of three years depending upon performance and requirement.

**Essential Qualification:**

- Full time Science Graduate in any Biological Science stream from a recognized university / institute with an aggregate of 60% marks (or) Full time B. Pharmacy from a recognized university / institute with an aggregate of 60% marks (or) Full time Diploma in Veterinarian Science from a recognized university / institute with an aggregate of 60% marks.
- Knowledge of use of personal computers and its applications.

**Essential Experience:**

Minimum 2-year post qualification work experience in a high barrier SPF mouse facility, which includes handling, breeding and colony management of laboratory mouse. Other necessary experience include routine procedures such as cage changing, weaning, sexing, tailing, ear notching and toe clipping of mice for identification and genotyping via PCR, qPCR.

**Desirable Experience:**

- Experience in assisted reproductive technologies such as sperm cryopreservation.
- Familiarity with mouse behaviour monitoring.
- Mouse genotyping via PCR.

**Job Requirements/Responsibilities:**

1. Provide basic care, routine monitoring including feeding, cage changing of SPF laboratory mice. Perform and oversee routine animal husbandry and welfare activities of animal care takers/ support staff. Perform breeding and maintenance of animal colonies; including weaning, sexing. Coordinate live animal shipments, quarantine procedures, euthanasia and other animal facility activities of similar kind.

2. Help with cleaning, sanitation, sterilization of cages, racks, equipment, supplies or animal care rooms.
3. Assist mouse facility in-charge and veterinarian in assigned duties, humane handling of animals, implementation of the SOPs.
4. Perform mouse colony census and record keeping, both online and offline, as per CPCSEA norms.
5. Assist in receiving, storing feed, bedding and other animal care supplies and equipment.
6. Assist with sample collection, genotyping via PCR, behavioural biology experiments, surgical procedures, anaesthesia, analgesia and post-surgical care of mice, as necessary, for on-going research work.
7. Provide emergency care and assistance on weekends or holidays, when required.

**Please provide the following documents while applying online:**

- a) 1-Page cover letter giving an overview of your experience and why you are interested in this position.
- b) Completed CV with Contact details of previous supervisor.

**2. Engineer Trainee: One (01) Post (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:** Full time degree in B.E/B.Tech in CSE/ECE/IT from a recognized University/Institute.

**Essential Experience:** Nil. If candidates have prior experience, they can submit experience certificates. Candidates who does not have any experience can also apply.

**Desirable Experience:**

- a) Knowledge on basic computer hardware and networking.
- b) Knowledge of Windows, Linux and Mac operating systems (installation, configuration & troubleshooting).
- c) Basic knowledge in web development and database management.
- d) Basic knowledge in IT infrastructure, video conferencing, E-classrooms, etc.,

**Job Requirements/Responsibilities:**

This on job training involves learning of IT technologies available at TIFR-Hyderabad and providing support for all the IT related tasks of the Centre. This broadly includes the following functions:-

- a) Basic computer system administration with general computer hardware and software management, OS troubleshooting, printers/copiers management, IT inventory management.
- b) Basic E-class room administration, Auditorium DSP & AV management, online meeting management, LAN and WiFi network administration and management, VoIP endpoint phone management, CCTV management, AV management for in-house and external events/seminars/conferences.
- c) Basic web development/management which involves developing and testing web modules, websites using HTML, CSS, CMS, LMS, MySQL and other databases, etc.,

- d) Basic HPC server hardware and software management, application compilation and installation, DevOps tools management, basic Linux servers and storage administration, HPC inventory management, basic data Centre management like monitoring of cooling units, fire suppression units, PDUs, UPSes, etc.,
- e) Strong interpersonal skills and the ability to function in a team environment.
- f) Excellent problem solving and communication skills.
- g) Ability to work in a team as well as independently.
- h) Any other tasks assigned by the Reporting Officer.

### **General Information:**

1. All the above posts are tenable at TIFR, Hyderabad.
2. For the above post at Sr. No.1, the appointment is temporary for one year and may be renewed each year upto a total period of three years depending upon performance and requirement.
3. For the above post at Sr. No.2, the appointment is 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.
4. Selected candidates for all the above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
5. Prescribed age should not exceed as on **July 01, 2023** for all the above posts.
6. Post for the general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
7. Applications from the candidates will be accepted ONLINE ONLY (<https://www.tifrh.res.in/index.php/staff-positions/>) except for the following:-
  - i. Candidates applying for the 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 benchmark disabilities etc.). [SC, ST, OBC & EWS 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 along with relevant enclosures may be submitted by post.
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 **November 24, 2023** and applications by post [who are required to send by post as per para 9 (i) & (ii)] must reach the Administrative Officer, Tata Institute of Fundamental Research, Survey No. 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500046, by **November 24, 2023**. 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.

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 if applicable.
- f) Conduct certificates from two respectable persons.
- g) SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
- h) Latest CV
- i) One page covering letter describing professional background and Experience, their motivation for applying to this particular position and in which terms they consider fit for this job.

11. (a) Outstation candidates called for recruitment process for the post at Sr. No.1 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 photo copies of onward and return journey tickets.

(b) 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 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.

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

15. If you are facing any difficulty while applying through online, please write to [recruitment@tifrh.res.in](mailto:recruitment@tifrh.res.in) giving a brief nature of the difficulty you are facing

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