



**Advertisement No. 2023/11**

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 Clerk (A)	5	-	-	-	-	-	28	Rs.37,700/- Consolidated pay (including HRA of Rs.5,400/-)

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

**Project Clerk (A): Five (05) Posts (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 Qualifications:**

- Graduation in any discipline with minimum 50% marks in aggregate from a recognized University/Institute.
- Knowledge of use of personal computers and applications – supported by certificate from the Government recognized institutions.

**Essential Experience:**

- Minimum one year post-qualification experience as a Clerical duties in administrative matters and correspondence in large and reputed organization.
- Knowledge of typing.

**Desirable Experience:**

- Candidates having experience in Accounts/Purchase and Stores/General Administration/ Establishment/Academics work, etc.in a large and reputed organizations.
- Preference will be given to commerce graduates.

The candidates must furnish an up to date CV and a MANDATORY one-page cover letter in which the candidates should describe their professional background and experience, their motivation for applying to this particular position and in which terms they consider fit for this job.

**General Information:**

- The above post are tenable at TIFR, Hyderabad.

2. For the above post, 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. Selected candidates for the above post will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.

4. Prescribed age should not exceed as on **July 01, 2023** for the above post.

5. Post for the general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.

6. 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.

7. 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.

8. On-Line applications must be submitted by **December 04, 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 **December 04, 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.

9. 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.

10. 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.

11. 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.

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

13. 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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