



**Advertisement No. 2024 / 01**

Applications are invited for the following post tenable at Hyderabad.

Sr. No	Name of the Post	Reservations						Age Below	TME
		UR	SC	ST	OBC	PwBD	EWS		
1.	Project Scientific Officer (B)	1	-	-	-	-	-	28 Years	Rs. 77,000/- Consolidated Pay (Including HRA of Rs. 11,567/-).

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

**1. Project Scientific Officer (B): One (01) Post (Un Reserved)**

**Essential Qualification:**

Full Time B.E./B.Tech/M.Sc. in Computer Science/Information Technology or MCA/MCS with aggregate of 60% marks from a recognized University/Institute.

**Essential Experience:**

Minimum one (01) year active post qualifications experience on relevant area of the requirement in a large/reputed organization.

**Desirable Experience:**

- Basic system administration experience with Desktop management, Operating system (Windows, Linux and Mac OS X) installation and troubleshooting, experience in Hardware/Network troubleshooting, VoIP/Video conferencing management.
- Basic Linux administration skills will be an added advantage.
- Excellent problem solving, communication and documentation skills.
- Ability to work in a team as well as independently.
- Ability to learn on the job
- English language communication skills.
- Working experience in developing and managing IT Services for premier academic institutes like IITs, NITs, TIFR, IISER, etc.

**Job Requirements/Responsibilities:**

- Hands-on experience with anyone Content Management System (CMS) like Wordpress, Drupal, Joomla, etc. is mandatory
- Design and develop new websites as per the requirements of the institute.
- Strong experience in customizing existing modules and creating custom modules; hands-on experience in CMS theme creation from HTML.
- Strong Knowledge of HTML, CSS, JavaScript, Web2.0 (jQuery / Ajax), PHP and MySQL.

- e) Experience in using caching tools and working on optimizing the database.
- f) A clear understanding of complete website hosting.
- g) Exposure to audio /video processing and web-based Audio-Visual content delivery will be an added advantage.
- h) Responsible for upkeep and smooth functionality of the website which involves maintenance of all TIFR-H websites.
- i) Update data on the websites.
- j) Develop/ customize modules on institute websites as per requirements.
- k) Understand the requirement of users and mapping them into the technical document for developing a website.
- l) Test the web modules independently.
- m) Liaise with the users of the website.
- n) Design additional features and upgrade the website.
- o) Maintenance of the current and upcoming websites, web portals and web services.
- p) Monitor security, track, compile, and analyze web site usage/ traffic data and provide data as and when required.
- q) Work with scientists, designers and content writers for continued improvement of the TIFR- H's digital presence.
- r) Basic system administration like desktop hardware troubleshooting, Operating system installation (Windows/Linux/Mac), basic AV management/troubleshooting for the institute events like seminars, meetings, etc.,
- s) Any other tasks assigned by the reporting officer.

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:**

1. The above post is tenable at TIFR, Hyderabad.
2. The appointment to the above post is temporary for one year and may be renewed each year up to 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 **January 01, 2024** for the above post.
5. SC/ST/OBC/EWS/PwBD candidates can also apply for the above post – general category (Unreserved).

6. Application from the candidates will be accepted ONLINE ONLY (<https://recruitment.tifrh.res.in/applicants/>) except for the following:-
- i. Candidates applying for the above post 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 post 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 **February 16, 2024** and applications by post [who are required to send by post as per para 6 (i) & 6 (ii)] must reach the Administrative Officer, Tata Institute of Fundamental Research, Survey No. 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500046, **February 16, 2024** by Applicants who are required to send the applications by post must super scribe the post applied for, advertisement No 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) Print out 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).  
Incase 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.
  - 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 their past experience, CV and contact details of two references or two reference letters to verify prior work experience.
10. (a) Outstation candidates called for recruitment process for the above post 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 photocopies 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.
11. 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 here in advertised. Canvassing in any form shall disqualify the candidate.
12. 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.
13. The institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.
14. 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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