



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Sy.No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy Dist.
Hyderabad – 500 046, Website: www.tifrh.res.in

Advertisement No. 2025/ 02

Applications are invited for the following posts tenable at Hyderabad.

Sr. No.	Name of the Post	Reservations						Age Max.	Pay Level and Pay Stage as per 7th CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Scientific Officer (D) - IT	1	-	-	-	-	-	35	Pay Level -11; Pay Stage 1	Rs. 1,36,405/-
2	Scientific Officer (D)	1	-	-	-	-	-	35	Pay Level -11; Pay Stage 1	Rs. 1,36,405/-
3	Scientific Officer (D)	1	-	-	-	-	-	35	Pay Level -11; Pay Stage 1	Rs. 1,36,405/-
4	Scientific Officer (D)	1	-	-	-	-	-	35	Pay Level -11; Pay Stage 1	Rs. 1,36,405/-
5	Project Scientific Officer (C)	1	-	-	-	-	-	28	Consolidated pay Rs.1,00,600/- (Including HRA)	
6	Project Junior Engineer (B) -Civil	2	-	-	-	-	-	28	Consolidated pay Rs. 62,200/- (Including HRA)	
7	Project Junior Engineer (B) - Electrical	1	-	-	-	-	-	28	Consolidated pay Rs. 62,200/- (Including HRA)	
8	Administrative Assistant (B)	1	-	-	-	-	-	33	Pay Level-6 Pay Stage 1	Rs. 71,070/-

Abbreviations: (UR)-Un-Reserved, (TME)-Total Monthly Emoluments.

1. SCIENTIFIC OFFICER (D) – (IT) – ONE POST – (UNRESERVED)

Essential Qualifications:

Full Time M.E./M.Tech/ Equivalent with aggregate of 60% marks from a recognized University / Institute in ECE/CSE/IT.

Essential Experience:

Minimum two (02) years' experience in managing system administration for large-scale campus IT infrastructure like IT Parks, higher education universities, Multinational IT companies, etc.,

Desirable Experience:

- L2/L3 level system/network administration skills with Desktop management, Operating system (Windows, Linux and Mac OS X) installation and troubleshooting, Hardware/Network troubleshooting, VoIP/Video conferencing management is preferable.
- Redhat/CCNA course completion certificate is desired.
- 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.

Job Requirements/ Responsibilities:

- (a) Proficient in capacity planning and budgeting to determine the annual requirements of the administering department.
- (b) Proficient in maintaining wired and wireless networking, Firewall administration, overseeing open-source web servers and virtualization, managing IP PBX servers, and administering CMS and LMS platforms. Experienced in handling server hardware and software, data center infrastructure, and procurement processes within large or reputed organizations.
- (c) Experienced in drafting comprehensive tender documents that accurately reflect user requirements.
- (d) Proficient in networking concepts able to administer wired and wireless networking.
- (e) Working knowledge and ability to administer Internet leased lines and SIP lines.
- (f) Working knowledge on NGFW Firewalls and VPN services.
- (g) System administration of Software and Hardware of Linux, Windows and Mac based systems.
- (h) Understanding of BASH/Python/Perl shell scripting including understanding existing scripts and writing new scripts.
- (i) Working knowledge on any one bare metal virtualization technologies like VMWare, Citrix, Openstack, etc.,
- (j) Basic knowledge of Enterprise servers and storages.
- (k) VoIP management - Maintaining the open source VoIP servers, routers, intercom, configuring.
- (l) Hands-on experience with any one Content Management System (CMS) like WordPress, Drupal, Joomla, etc. is mandatory.
- (m) Design and develop new websites as per the requirements of the institute.
- (n) Strong experience in customizing existing modules and creating custom modules; hands-on experience in CMS theme creation from HTML.
- (o) Strong Knowledge of HTML, CSS, JavaScript, Web2.0 (jQuery / Ajax), PHP and MySQL.
- (p) Working knowledge and experience in handling public addressing systems and E-Classroom/auditorium/Board room automated A/V setups with DSP, mixers, advanced microphones, PTZ, camera, etc.,
- (q) Basic knowledge of Data Centre power and cooling Infrastructure.
- (r) Strong interpersonal skills and the ability to function in a team environment.

Mode of Recruitment: Personal Interview.

2. SCIENTIFIC OFFICER (D) – ONE POST – (UNRESERVED)**Essential Qualifications:**

- (a) Full Time M.E./M.Tech/ Equivalent with aggregate of 60% marks from a recognized University / Institute in Optics/Lasers/Photonics.

(OR)

- (b) Ph.D. from a recognized university /institute in Optics/Lasers/Photonics.

Essential Experience:

Minimum two (02) years' experience in intense lasers with experience in running and troubleshooting femtosecond oscillators, chirped-pulse amplifier, and pulse compressors.

Desirable Experience:

- (a) Experience in working in scientific laboratories with advanced instrumentation.
- (b) Development of advanced instrumentation, electronics and automation, mechanical drawings and interface with the workshop for building scientific apparatus.
- (c) Multi domain practical knowledge in diverse areas such as optics, lasers, electronics, vacuum systems, data acquisition will be an added advantage.

Job Responsibilities:

- (a) Working with a team of scientists and engineers to maintain, troubleshoot and build end-stations for the upcoming Petawatt Laser.
- (b) Upkeep of femtosecond oscillator, multi-pass amplifiers, regenerative amplifier, high energy pulse compressors, maintaining laser diagnostics and logging of laser performance.
- (c) Lead in developing and maintaining Laser parameter Acquisition systems, interfacing with automation for vacuum systems for beamlines.

- (d) Maintenance and calibration of third-order autocorrelator, spectral phase and pulse width measurement, beam profiler, and energy meters.
- (e) Maintaining PW laser operation procedures, Laser Safety Protocols, cleanroom protocols, control room protocols and interface with users/scientists/engineers for experiments and upgrades.
- (f) Working with users for the interfacing and automation of the experiments, upkeep and maintenance of optical instrumentation.

Mode of Recruitment: Personal Interview.

3. SCIENTIFIC OFFICER (D) – ONE POST – (UNRESERVED)

Essential Qualifications:

- (a) Full Time M.E./M.Tech/ Equivalent with aggregate of 60% marks from a recognized University / Institute in Physics/Instrumentation/Electronics/allied subjects.
- (OR)
- (b) Ph.D. from a recognized university /institute in Physics / Instrumentation / Electronics or Allied subjects.

Essential Experience:

Minimum 02 years' experience in handling high-end semiconductor fabrication in cleanroom, characterization and processing equipment and facilities and sample handling, loading and unloading, data acquisition and analysis.

Desirable Experience:

- (a) Excellent problem solving skills, including ability to perform minor maintenance on the equipment with minimal help from company engineers.
- (b) Excellent communication, planning and organizational skills.

Job Responsibilities:

- (a) Training new users and assisting them in proper use of the facilities.
- (b) Regular monitoring and maintenance of desired class-1000 standard, the wetbench fumehood, and spin-coater.
- (c) Ensuring fresh stocks and appropriate storage of resists, solvents, sticky mats, overall gowns etc. in the cleanroom.
- (d) Ensuring availability and safe installation of process-gases, LN2, compressed air, chilled water and UPS to allow seamless operation.
- (e) Ensuring regular calibrations of the facilities, recording abnormalities and coordinating with OEM engineers for troubleshooting.
- (f) Implementing streamlined booking of facilities-use, and ensuring proper documentation of each usage.
- (g) Working with PIs and students in developing material- and process-dependent lithography and etching recipes.
- (h) Contributing to collaborative research and publishing of research findings in peer reviewed publications and conferences and, where appropriate, attracting research funding for the advancement of the facilities.

Mode of Recruitment: Personal Interview.

4. SCIENTIFIC OFFICER (D) – ONE POST – (UNRESERVED)

Essential Qualifications:

- (a) Full Time M.E./M.Tech./ Equivalent with aggregate of 60% marks from a recognized University / Institute in electronics engineering.
- (OR)
- (b) Ph.D. from a recognized university/institute, Electronics in engineering / Physics or Applied physics

Essential Experience:

Minimum 02 years' demonstrable experience in the areas of design, testing, building and prototyping electronics

Desirable Experience:

- a) Working with different test and measurement equipment essential for electronic circuit design.
- b) Hands on experience with simulating, testing and designing electronic circuits as per the user requirement.
- c) Hands on experience with PCB designing, repairing electronic modules and electronic circuits.
- d) Working with SMD components.
- e) Developing custom designed microcontroller based / FPGA based solutions as per the requirements of the end user.
- f) Familiarity with working in a Research lab environment.
- g) Maintaining and managing stock of electronics components and inventory.

- h) Mentoring and guiding of team members.
- i) Testing/repair and maintenance of electronics related to scientific equipment.
- j) Mechanical parts designing (Solidworks, Autodesk inventor etc.)

Job Requirements/ Responsibilities:

- (a) The candidate will be required to build and manage an electronics workshop facility as a part of the institute.
- (b) Procuring and maintaining an inventory of essential components as a part of the electronics workshop.
- (c) Providing appropriate electronics design related consultation and solutions to the end users as per the requirements of their experiments/project.
- (d) Provide end to end solution starting from designing, procurement of individual components, fabrication, PCB printing and testing custom designed electronics-based solutions to the end users as per the requirements of their experiments/project.
- (e) Support in trouble shooting of electronics modules related to scientific equipment.

Mode of Recruitment: Personal Interview.

5. **PROJECT SCIENTIFIC OFFICER (C) – ONE POST – (UNRESERVED):** Temporary for one year and may be renewed each year up to a total period of three years, depending upon the performance and requirement.

Essential Qualifications:

- (a) Full-time Master's degree in Science with an aggregate of 60% marks from a recognised University / Institute in Physics/Chemistry/Biology/Medical science.
- (OR)
- (b) Full-time BE/B.Tech degree with an aggregate of 60% marks from a recognised university/institute in any branch of engineering.

Essential Experience:

One (01) year of experience in working with a research and development team, grant management or resource generation and planning.

Desirable Experience: -

- (a) Strong communication and writing skills with excellent proficiency in English.
- (b) Data and fund management.
- (c) Strong time-management skills.
- (d) Ability to work both independently and as part of a team.
- (e) Ability to analyze and communicate information.

Job Requirements/ Responsibilities:

- (a) Identify and maintain a comprehensive database of relevant national and international funding opportunities.
- (b) Pre-award support: End-to-end support to TIFR Hyderabad researchers, primarily in curating and disseminating grant information to researchers, coordinating grant submission, grant activation in compliance with institutional and funding agency requirements and outreach to the agencies supporting campus research.
- (c) Post-award support: Maintaining a record of grant cycles, collaborating with the Administrative and Accounts sections to ensure timely preparation and submission of financial and technical reports to donors/funding agencies; monitor grant-related activities and expenditures to ensure optimal use of funds in compliance with agency requirements; and maintaining detailed records for institutional reference.
- (d) Data Management: Coordinate submission of reports as requested by funding agencies supporting research activities on campus.
- (e) Help write endowment grant proposals and explore various resource generation mechanisms for the institute.

Mode of Recruitment: Written Test and / or Personal Interview.

6. **PROJECT JUNIOR ENGINEER (B) – CIVIL– TWO POSTS – (UNRESERVED):** 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:

- (a) Full-time Diploma in Engineering from a recognized University/Institute with aggregate of 60% marks in Civil.
- (b) Knowledge of use of personal computers and its applications.

Essential Experience:

Minimum 2 Years' experience in supervision of civil works.

Desirable Experience:

- (a) Experience in working AUTO CAD for preparation Building and Site Layout plans as per DCR of GHMC.
- (b) Preparation of Estimates and Bill of Quantities as per CPWD norms.
- (c) Site supervision/coordination and reporting daily progress of the project to the Department, Checking of Registers and Quality control Manuals given by Architects/Consultants.
- (d) Carrying out periodical & preventive maintenance of the existing building infrastructure i.e. painting, structural repairs, Plumbing, Carpentry PHE (Sewage Treatment Plant, Rainwater Harvesting Plant, Reverse Osmosis Plant, etc).
- (e) Additions & Alterations to the existing building.

Job Requirements/ Responsibilities:

- a) Collecting data from end users and collating them in the formats given by Architects, for planning Office, Academic and Laboratory Spaces for Phase-I of TIFR-H Master Plan.
- b) Organizing interaction meetings with Architects and end users of TIFR.
- c) Carrying out minor modifications and additions/alterations in AUTOCAD of layouts given by Architects to suit requirements of end users and submitting them back to Architects for finalization.
- d) Coordination of sites visits by statutory and state government authorities for getting approvals for TIFR-H Master Plan and Building Plans in coordination with Architects and DCSEM.
- e) Record keeping of all correspondence with Architects, DCSEM, Statutory authorities, etc.
- f) Carrying out Day to day repairs and Annual repair and maintenance works.
- g) Carrying out Additions/Alterations works.
- h) Up-gradation Work and Aesthetic improvements in existing buildings.
- i) Disposal of Unserviceable Stores/Dismantle Materials.
- j) Maintenance of Register of Buildings.
- k) Interior furnishing.
- l) Procurement of furniture & materials.

Mode of Recruitment: Skill Test and/or Written Test AND/OR Personal Interview.

7. **PROJECT JUNIOR ENGINEER (B) – ELECTRICAL– ONE POST (UNRESERVED):** 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:

- (a) Full-time Diploma in Engineering from a recognized University/Institute with aggregate of 60% marks in Electrical.
- (b) Knowledge of use of personal computers and its applications.

Essential Experience:

Minimum 2 Years' experience in supervision of Electrical works.

Desirable Experience:

- (a) Experience in working AUTO CAD for preparation electrical drawings.
- (b) Preparation of Estimates and Bill of Quantities as per CPWD norms.
- (c) Site supervision/coordination and reporting daily progress of the project to the Department, Checking of Registers and Quality control Manuals given by Architects/Consultants.
- (d) Carrying out periodical & preventive maintenance of HT Substation, DG sets, UPSs, etc.
- (e) Additions & Alterations to the electrical systems.
- (f) Candidate shall possess HT Electrical Supervisor license.

Job Requirements/ Responsibilities:

- (a) Operation & Maintenance of HT/LT equipment i.e. 33KV RMU yard, HT Panels, Transformers, DG sets, UPSs, Battery banks, Firefighting equipment,
- (b) Verification electricity bills.

- (c) Coordination with TGSPDCL for restoring power supply at campus during faults.
- (d) Coordination with OEMs for conducting preventive maintenance.
- (e) Attending faults/repairs/complaints.
- (f) Preparation of drawings, estimates, indents, tender documents and preparation and settlement of bills, etc.
- (g) Procurement of electrical materials.
- (h) Maintenance of registers.

Mode of Recruitment: Skill Test and/or Written Test AND/OR Personal Interview.

8. ADMINISTRATIVE ASSISTANT (B) – ONE POST – (UNRESERVED):

Essential Qualifications:

- (a) Graduate from a recognized University / Institute with aggregate of 55% marks.
- (b) Proficiency in word processing / data base.

Essential Experience:

5 years' experience in General Administration / Establishment / Purchase / Stores / Accounts in a large and reputed organization.

Desirable Experience:

- a) Proficient in oral and written communication in English.
- b) Proficient in computer skills (like MS Office, Spreadsheets, Google docs etc.) and with excellent interpersonal skills.

Job Responsibilities:

All works related to General Administration / Establishment / Purchase/ Stores / Accounts.

Mode of Recruitment: Skill Test, Written Test and/ or Computer Proficiency test.

General Information:

1. All the above posts are tenable at TIFR, Hyderabad.
2. Selected candidates for the above posts are liable to be transferred to other Centers / Field Stations of the Institute, if required.
3. A higher starting salary could be considered for deserving candidates for the posts at **Sr. No. 1, 2, 3, 4 & 8.**
4. i) Appointment for the above post at **Sr. No. 1, 2, 3 & 4** will be initially for a period of three years, including a probation period of one year. Continuing appointment beyond the initial period of three years 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.
 ii) Appointment for the above post at **Sr. No. 5, 6, & 7** will be temporary for one year and may be renewed each year up to a total period of three years depending upon performance and requirement.
 iii) Appointment for the above post at **Sr. No. 8** will be initially for a period of one (01) year, including probation period. Continuing appointment beyond the initial period of one (01) year 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.
5. Selected candidates for all the above posts will be required to work on Saturdays/Sundays and holidays, as per the exigencies of the Institute.
6. Prescribed age should not exceed as on **January 1, 2025** for the above posts. Age relaxation as per rules.
7. Selected candidates for the posts at **Sr. No. 1, 2, 3, 4 & 8** will be governed by the National Pension System applicable in the Institute [unless she/he is already governed by CCS (Pension) Rules 1972].
8. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
9. Applications from the candidates will be accepted **ONLY ON-LINE** (<https://recruitment.tifrh.res.in/applicants/>) except for the following:-

- i) Candidates applying for above posts and who are eligible for further age relaxation as per extant GOI rules are required to submit online application and take a printout of online application form and attach relevant enclosures and submit 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 candidates applying for unreserved posts are not eligible for age relaxation.
 - ii) Applicants in Government/ Semi-Government/ Public Sector Undertaking must apply through proper channel. Applicants who do not send their online applications through proper channel, if called, will be able to participate in the recruitment process only upon submission of NOC from the competent authority. However, an advance copy of the online application form along with relevant enclosures may be submitted by post.
10. Incomplete online applications without photocopy of certificate in support of age relaxation and applications received after the last date shall not be considered.
11. **On-line applications must be submitted by June 13, 2025 and applications by post [who are required to submit by post as per Sr. No. 9 (i) & 9 (ii) paragraphs mentioned above] must reach Head, Admin & Finance, Tata Institute of Fundamental Research, Survey No. 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500046 by June 13, 2025.**
12. 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.
 - f) Conduct certificates from two respectable people.
 - g) SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
 - h) Latest CV.
 - i) PwBD candidates applying for the unreserved post should be suffering from not less than 40% of the disability for the benefit of age relaxation. Candidates will have to submit a Disability Certificate issued by the competent authority in the prescribed format.
13. i) Outstation candidates called for recruitment process for the posts at Sr.No. 1, 2, 3, 4 & 5 will be paid single First class (non - air conditioned) / III Tier AC 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.
- iii) Outstation candidates called for recruitment process for the posts at Sr. no. 6, 7 & 8 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.
- 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.
14. The Institute reserves the right to restrict the number of candidates for 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 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.

15. 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.
16. The institute reserves the right to conduct written tests, skill tests, interviews etc. online / in-person.
17. If you are facing any difficulty while applying through online, please write to recruitment@tifrh.res.in giving a brief nature of the difficulty you are facing.
