

**TATA INSTITUTE OF FUNDAMENTAL RESEARCH**  
*An Autonomous Institution of the Department of Atomic Energy of Government of India  
and a Deemed University*  
1, Homi Bhabha Road, Colaba, Mumbai 400 005

**Advertisement No. 2025/5**

Applications are invited for the following post tenable at Mumbai.

Sr. No.	Name of the post	Reservations						Age Max.	Pay Level and Pay Stage as per 7 <sup>th</sup> CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Administrative Officer (C)	1	0	0	0	0	0	40	Pay Level 10 Pay Stage 1	Rs.113679/-

**Abbreviation:** UR - Unreserved; SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Class; EWS – Economically Weaker Section; PwBD - Persons with Benchmark Disabilities; TME – Total Monthly Emoluments.

<b>1</b>	<p><b>ADMINISTRATIVE OFFICER (C) - ONE POST – UNRESERVED</b></p> <p><b>Qualification:</b></p> <p>(a) Graduate from a recognised University/Institute with an aggregate of 60% marks.</p> <p>(b) Diploma/Degree/Certificate course in Management or Administration from a recognised University/Institute.</p> <p>(c) Proficiency in use of personal computers and applications.</p> <p><b>Experience:</b></p> <p>5 years' service at Level 6 and /or Level 7 and /or Level 8 or with equivalent TME (total monthly emolument).</p> <p><b>Desirable:</b></p> <p>(a) Experience in recruitment section of Government Departments and Institutes; hands on experience in maintaining all reservation roster as per Government of India rules; compassionate appointments; pay fixation and pay protection; generating recruitment reports as per the requirement of various Government agencies.</p> <p>(b) Knowledge of Government of India Rules; CCS Rules, FRSR, Establishment, Services Rules and Welfare matters.</p> <p>(c) Candidate should be able to run a responsible recruitment while ensuring speed, quality and attention to details.</p> <p>(d) Skill in handling oral and written official correspondence.</p> <p>(e) Knowledge of data management software.</p> <p><b>Mode of Recruitment: Written Test, Skill Test and Personal Interview</b></p>
<p><b><u>General Information:</u></b></p> <p>1. The above post is tenable at TIFR, Colaba, Mumbai.</p> <p>2. Selected candidate for the above post is liable to be transferred to other Centers/Field Stations of the Institute, if required.</p>	

3. A higher starting salary could be considered for deserving candidate for the above post.
4. Selected candidate for the above post will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
5. The prescribed age should not exceed as on **January 01, 2025** for the above post. Age relaxation as per rules.
6. Selected candidate for the post will be governed by the National Pension System applicable in the Institute [unless already governed by CCS (Pension) Rules 1972].
7. Post for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
8. **Applications from the candidates will be accepted ONLY ON-LINE except for the following: -**
  - i. Candidates applying for above post and who are eligible for **further age relaxation** as per extant GOI rules are required to submit applications by POST, alongwith a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with benchmark disabilities etc.**). [SC, ST, OBC and 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 NOC from the competent authority. However, an advance copy of the application alongwith relevant enclosures may be submitted by post. Such applicants are not required to apply online.
9. 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.
10. **On-Line applications must be submitted by May 17, 2025 and applications by post must reach Administrative Officer (D), Recruitment Cell, Tata Institute of Fundamental Research, 1, Homi Bhabha Road, Navy Nagar, Colaba, Mumbai 400005 by May 17, 2025.** Applicants who are required to send the applications by post must superscribe 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.
11. The candidates are required to produce the 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. 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.
12. A) Outstation candidates called for recruitment process for the above post will be paid single first class (non-air conditioned)/III Tier A/C return 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".
13. 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. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form shall disqualify the candidate.
14. Before applying for the post, the candidate should ensure that they fulfill 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.
15. The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.



