



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

होमी भाभा रोड, कुलाबा, मुंबई – 400005

Homi Bhabha Road, Colaba, Mumbai 400 005

भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था एवं समविश्वविद्यालय

An Autonomous Institution of the Department of Atomic Energy of
Government of India and a Deemed to be University

Advertisement No. 2025/12

Applications are invited for the following posts tenable at Mumbai.

Sr. No.	Name of the post	Reservations						Age Max.	Pay Level and Pay Stage as per 7 th CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS			
1	Scientific Officer (C)	1	0	0	0	0	0	28	Pay Level 10, Pay Stage 1	1,14,945/-
2	Scientific Assistant (B)	1	0	0	0	0	0	28	Pay Level 6, Pay Stage 1	71,070/-
3	Scientific Assistant (B)	0	1	0	0	0	0	33	Pay Level 6, Pay Stage 1	71,070/-
4	Administrative Assistant (B)	0	0	1	0	0	0	38	Pay Level 6, Pay Stage 1	71,070/-

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.

1 SCIENTIFIC OFFICER (C) – ONE POST – UNRESERVED

Qualification & Experience:

- a) Full time B.Tech/Masters degree in Science (with aggregate of 60% marks) from a recognized University/Institute in Physics, Chemistry, Biology, Instrumentation or a related scientific discipline.
- b) Knowledge of use of personal computers and its applications.

Job Requirement: The Scientific Officer will be responsible for the day-to-day operations and maintenance of high-field 600 MHz and 800 MHz NMR spectrometers, ensuring their optimal performance to support a wide range of research activities.

Primary duties include:

- a) Instrument maintenance and troubleshooting: ensure spectrometers are calibrated and operating at peak performance, diagnose and troubleshoot hardware and software issues related to the electronics and control systems of the instruments, perform routine and preventive maintenance.
- b) Data Acquisition and Experiment Setup: Set up and execute a wide range of NMR experiments, including 1D, 2D, and 3D pulse sequences, operate instruments to collect high-quality NMR data across diverse sample types and experimental conditions, provide user support and advise/assist users in selecting appropriate pulse sequences based on their research needs. Guide users through experiment setup and data acquisition processes.

	Provide training and technical support to researchers and students. Essential Knowledge: Hands-on experience with high-field NMR spectroscopy, including familiarity with Bruker system. Strong understanding of NMR principles and pulse sequence selection. Excellent communication skills and the ability to work collaboratively with a multidisciplinary research team. Desirable: Ph.D. in a related discipline. Experience managing or coordinating operations at a core research facility. Familiarity with cryogen handling and vacuum systems used in NMR instruments. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Personal Interview or Personal Interview only
2	<u>SCIENTIFIC ASSISTANT (B)- ONE POST- UNRESERVED</u> Qualification & Experience: (a) Full Time Science Graduate (from a recognized University/Institute with aggregate of 60% marks) in Physics or Applied Physics, Optics, Instrumentation or related fields OR Full time Diploma in Engineering (from a recognized University/Institute with aggregate of 60% marks) in Electronics/Electrical/Mechanical/Optical/Instrumentation Engineering or related fields (b) Knowledge of use of personal computers and its applications. Job Requirement: The Scientific Assistant will be responsible for lab management, equipment procurement, laser experimental setup, and provide support for data collection, contributing to the efficient daily operation and maintenance of a laser laboratory. Primary duties include: (a) Experimental and instrumental support: Provide comprehensive support in the setup, calibration, and maintenance of ultrafast laser systems and associated instrumentation. Responsibilities include assisting in the design, assembly, and optical alignment of laser-based experimental setups, as well as performing routine checks and calibrations of optical and electronic components. Diagnose and troubleshoot hardware and software issues related to instrument control and electronics and carry out both routine and preventive maintenance. Support the design, installation, and troubleshooting of high- and low-vacuum systems, ensuring vacuum integrity and compatibility with experimental requirements. Additionally, provide technical training and hands-on assistance to researchers and students, and provide timely resolution of technical issues with laboratory instrumentation. (b) General laboratory Management: Maintain an organized safe laboratory environment. Coordinate with vendors for the purchase of scientific equipment and consumables. Maintain inventory records and oversee equipment maintenance schedules. Coordinate with service engineers for repair and maintenance when needed. Monitor and log laboratory environmental conditions such as temperature, and humidity-critical for the stable operation of the laser systems.

Desirable Qualification & Experience:

- Experience with vacuum systems, optics, or electronics is advantageous.
- Prior research experience in ultrafast laser labs or optics related research groups
- Basic programming skills (e.g., MATLAB, Python) for data analysis
- Familiarity with LabVIEW for instrument control and interfacing and AutoCAD for technical drawings is desirable.
- Strong communication skills and a willingness to learn new experimental and analytical techniques.

Age: Maximum 28 years. (Age relaxation as per rules)

Mode of Recruitment: Written Test and Personal Interview or Personal Interview only

3 SCIENTIFIC ASSISTANT (B)- ONE POST- RESERVED FOR SCHEDULED CASTE

Qualification & Experience:

- (a) Full Time Science Graduate (from a recognized University/Institute with aggregate of 60% marks) in Chemistry/Biochemistry/Biological Chemistry/Analytical chemistry
- (b) Knowledge of use of personal computers and its applications.

Job Requirement: The Scientific Assistant will be responsible for the day-to-day operations and maintenance of the Department of Chemical Sciences Common Facilities.

Primary duties include:

- (a) Instrument and facility maintenance and troubleshooting: ensure a variety of characterisation instruments such as ICP-MS, Fluorimeter, Differential Scanning Calorimeter, Confocal Microscope, Bio-safety hoods, and incubators are calibrated and operating at peak performance, diagnose and troubleshoot hardware and software issues related to the electronics and control systems of the instruments, perform routine and preventive maintenance.
- (b) Provide user support and advise/assist users in selecting appropriate equipment, guide users through experiment setup and data acquisition processes. Provide training and technical support to researchers and students. Perform sample analysis for external users.

Essential Knowledge: Hands-on experience with a variety of characterisation instruments in a Chemistry lab. Strong understanding of Experimental skills in Analytical Chemistry, Physical Chemistry, Spectroscopy and Microscopy. Detailed knowledge of safety requirements needed to maintain a Chemistry/Biochemistry facility. Excellent communication skills and the ability to work collaboratively with a multidisciplinary research team.

Desirable Qualification & Experience:

Experience in maintaining a core chemical/biochemical experimental facility.

Age: Maximum 33 years. (Age relaxation as per rules)

Mode of Recruitment: Written Test and Personal Interview or Personal Interview only

4 ADMINISTRATIVE ASSISTANT (B) – ONE POST – RESERVED FOR SCHEDULED TRIBE

Qualification & Experience:

- (a) Graduate from a recognised University /Institute with aggregate of 55% marks.
- (b) Proficiency in word processing/data base/accounting procedures.
- (c) 5 years' experience in Accounts/ Purchase/ Stores/General Admin /Establishment in a large and reputed organization.

Desirable Qualification and Experience:

Expert knowledge of MS Word, Excel, PowerPoint, and other MS Office applications. The applicant should have knowledge of Government of India Rules related to establishment and service matters, recruitment. Excellent written and oral communication skill

Age: Maximum 38 years. (Age relaxation as per rules)

Mode of Recruitment: Written Test and Skill Tests.

General Information :

1. All the above posts are tenable at TIFR, Colaba, Mumbai.
2. Selected candidates for all 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 all the above posts.
4. Appointment for the above posts at Sr. No. 1 to 3 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.
5. Selected candidates for all the above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
6. Prescribed age should not exceed as on **January 01, 2025**, for the above posts. Age relaxation as per rules.
7. Selected candidates for all posts will be governed by the National Pension System applicable in the Institute [unless already governed by CCS (Pension) Rules 1972].
8. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply. Candidates applying for EWS reserved posts should not be covered under the scheme of reservation for SCs, STs and OBCs.
9. Applications from the candidates will be accepted **ONLY ON-LINE**

10. Applicants from Government/Semi-Government/ Public Sector Undertaking, if called, will be able to participate in the recruitment process only upon submission of NOC from the competent authority, at the time of selection process.
11. Candidates applying for above posts 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].
12. 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.
13. **On-Line applications must be submitted by 28 June 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 28 June 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.
14. 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 persons.
 - g) SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
 - h) A) Outstation candidates called for recruitment process for the post at sr.no.1 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.
B) Outstation candidates called for recruitment process for the posts at sr.no. 2 to 4 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".

- i) 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.
- j) 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.
- k) The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.

