



National Centre for Radio Astrophysics

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

NCRA•TIFR, Post Bag 3, Ganeshkhind, Pune University Campus, Pune –411007, INDIA

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NCRA • TIFR

Advt 1/2011

The National Centre for Radio Astrophysics of the Tata Institute of Fundamental Research is looking for a dynamic, efficient and experienced Administrative Officer–C for its Radio Astronomy Centre at Ooty. The post is reserved for OBC. Essential qualification and experience are given below. In addition, the candidate should ideally have thorough knowledge of GOI rules and regulations, excellent leadership qualities, good interpersonal and communication skills, and should be capable of ensuring appropriate administrative support

Administrative Officer-C [1 OBC; HQ: Ooty]

[TME; 36976/- in PB-3: 15600-39100, GP: 5400]

Qualifications: Essential: i) Graduate with 60% marks, ii) Diploma in Management.

Desirable: Post Graduate / Master's Degree in Management.

Experience: Essential: i) 5 years' service in Grade Pay 4200/ 4600/ 4800 or equivalent level of responsibility in a large / reputed organisation/ public sector / autonomous bodies. ii) Knowledge of use of computers and applications. **Desirable:** The candidate must have thorough knowledge of GOI rules/ regulations, contracts, procurement, preparation of budget and control of expenditure, recruitment, salary and other service matters. Candidates should have leadership qualities and should be able to provide effective administrative support for the smooth running of the Centre.

Age: Below 40 years (as on the date of publication of this advertisement). Relaxable by 3 years for OBC candidates as per Government of India rules.

for the smooth running of the centre. The selected candidate will have overall responsibility for the administration of the centre, including handling contracts, procurement, preparation of budget and control of expenditure, recruitment, salary and other service matters, running of the canteen, guesthouse, liason with NCRA-TIFR Pune, local Ooty authorities, etc. Although this post is initially tenable at Ooty, NCRA-TIFR reserves the right to transfer staff to its other Centres as per its requirements.

General: Candidates are liable to be transferred to other Centres / Field Stations of the Institute. Candidates called for interview will be reimbursed sleeper class train fare on production of documentary evidence. **TME:** Total Monthly Emoluments, reflects Pay+GP+DA (presently 51%), HRA, Hill allowance, and transport allowance.

How to apply: Candidates are encouraged to apply on-line at <http://www.ncra.tifr.res.in/~estt>. However, in exceptional cases a signed application in the format given below will also be accepted. This should be sent in a sealed cover superscribing the post applied for on the envelope and sent to the Administrative Officer, NCRA-TIFR, PB No. 3, Ganeshkhind, Pune University Campus, Pune 411007.

Application Format: (1) Advt. No. (2) Name, Serial No. of the Post (3) Name of the applicant (4) Date of Birth (attach certificate) (5) Nationality (6) Whether belonging to SC/ST/OBC (attach certificate incl. Non-Creamy Layer for OBC) (7) Permanent Address (8) Address for correspondence (9) Qualifications starting from SSC (attach certificates) (10) Experience with

details of organization, post held, duration of service, scale of pay, basic pay (attach certificates). (11) Names and addresses of two referees, with their email ids and cell numbers/telephone numbers, who are familiar with your professional work. (12) Details, if called for interview in the Institute, earlier.

Last date for receipt of applications: 10 July 2011. [Click here to fill on-line form.](#) .

General Conditions: Applicants from government / autonomous bodies/ PSUs should submit NOC at the time of interview, if the application is not forwarded through proper channel. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience higher than the minimum prescribed above. Mere possessing the qualification and experience does not entitle the candidate for being called for interview. Canvassing in any form will lead to disqualification.