



# National Centre for Radio Astrophysics Tata Institute of Fundamental Research

Post Bag 3, Ganeshkhind, Pune 411007  
Tel: 020-25719000/ 9111; Fax: 020-25692149  
URL: <http://www.ncra.tifr.res.in>; URL: [estt@ncra.tifr.res.in](mailto:estt@ncra.tifr.res.in)



## Internal Advt No. 1/2012

Applications are invited from internal / departmental candidates only for the following posts tenable at NCRA Pune and GMRT Observatory, Khodad

<b>Definition:</b>	A staff member is eligible to be considered as internal / departmental candidate provided the member is a regular staff, i.e., the member is appointed against regular post in TIFR and has completed 3 years of continuous service in the Institute.
<b>Age Relaxation</b>	Relaxation up to a maximum of five years, if required for regular staff is permissible. For posts with Grade Pay of Rs. 2800/- and below, relaxation is upto the age of 40 years.
<b>Others:</b>	<ol style="list-style-type: none"><li>1. NOC from Reporting Officer / Section head is mandatory.</li><li>2. There is no relaxation in qualification required for the post.</li><li>3. Internal candidate selected for the new post will be on probation for one year during which period 'On the Job Training' may be given, if deemed necessary.</li><li>4. The substantive post vacated by the regular staff, after appointment to the new post, will be filled as per procedure.</li></ol>

The National Centre for Radio Astrophysics, Pune [NCRA] of the Tata Institute of Fundamental Research [TIFR] [an autonomous institute under the umbrella of the Department of Atomic Energy of the Government of India) is an internationally reputed research institute. NCRA-TIFR is located inside the Pune University Campus. Facilities operated by NCRA-TIFR include, the Ooty Radio Telescope (ORT) and the Giant Metrewave Radio Telescope (GMRT). Located about 80 KM north of Pune, GMRT is the world's largest radio telescope at metre wavelengths. NCRA is on the lookout for suitably qualified candidates for the following positions:

**1. Scientific Assistant-B [Trainee]** [3 posts, 1 UR, 1 OBC, 1 ST+PWD (HH)\*; HQ: Khodad]  
**Stipend:** 9000 pm. Successful training will lead to absorption, on probation, as Scientific Assistant in PB-2: 9300-34800; GP: 4200 [TME: 25194].  
**Essential Qualifications:** B.Sc. (Physics / Electronics) / BCS with 60% marks in aggregate.  
**Nature of job:** Initial training in electronics, computer systems and operation of radio telescopes as Trainee for 1 year. Bond is to be executed before joining to serve NCRA

for at least 3 years after successful completion of training.

**Age:** Below 28 for UR, 31 for OBC and 43 years for ST PWD (Hearing Handicapped).

- The candidate must attach a copy of the certificate issued by the Competent Authority in the prescribed format stating the nature and extent of disability.

## **2. Technical Assistant-B [Mechanical]**

[1 UR, HQ: Khodad] [PB-2 9300-34800  
GP: Rs.4200; TME: 25194]

**Essential Qualifications:** (i) Diploma in Mechanical Engineering with 60% marks.  
ii) Knowledge of use of CAD/CAM is essential.

**Experience:** Two years in reputed organization/ factory. Experience in erection work and working knowledge about rotating machinery is essential. Experience in CAD/ CAM will be an added advantage. Knowledge in NDT will be preferred.

**Age:** Below 28 years.

## **3. Administrative Assistant-B [1 OBC,**

**HQ: Khodad]**

[PB-2: 9300-34800, GP: 4200;TME: 25194]

**Essential Qualifications:** i) Graduate with 55% marks, ii) Knowledge of use of personal computers and applications, iii) 5 years experience in administrative/ accounts field in a large and reputed organization.

**Desirable: (i)** Experience in work related to handling transport, security, canteen, stores, purchase, inventory management, maintenance of Accounts in web based applications, good communication and drafting skills in English. ii) Degree in Commerce or Diploma in Management.

**Age:** Below 33 years.

## **4. Administrative Assistant-B [1 UR, HQ: Pune]**

[PB-2:9300-34800, GP: 4200; TME: 26558]

**Essential Qualifications:** (i) Graduate with 55% marks, (ii) knowledge of use of personal computers and applications, (iii) 5 years experience in administrative field in a large and reputed organization. (iv) The Centre is looking for a dynamic,

capable and motivated individual with excellent communication skills to work in the joint secretariat of the Centre Director's office. Duties include handling of correspondence, personal files, organizing and maintaining minutes of meetings, liaison with the academic, administrative and technical groups within the institute as well as other external private and government agencies. Familiarity with government rules and procedures is also required.

**Desirable:**

(i) Knowledge of shorthand with minimum speed of 100 wpm. (ii) Diploma in Management / Secretarial Practice.

**Age:** Below 30 years.

## **5. Tradesman-B [Fitter] [1 ST;**

**HQ: Khodad]**

[PB-1: 5200-20200, GP: 2000; TME:16095]

**Essential Qualifications:** i) SSC or equivalent, ii) ITI-Fitter with at least 60% marks and NCTVT with minimum two years experience.

**Experience:** Experience in fabrication and assembly in a reputed organization/ factory. Knowledge of structural fabrication and assembly will be an added advantage.

**Age:** Below 33 years.

## **6. Cook-B [1 OBC; HQ: Khodad]**

[PB-1; 5200-20200, GP:1900; TME:14868]

**Essential Qualifications:** SSC or equivalent

**Experience:** Three years as cook in a large hotel/ restaurant/ canteen.

**Desirable:** (i) Certificate course in cooking from a reputed Institute ii) Preference would be given to candidates familiar with Indian, continental and western cooking.

iii) The incumbent should be able to estimate, plan and cook food for around 200 people per occasion and should be ready to work in shift duty. iv) Ability to communicate in English would be an added advantage.

**Age:** Below 33 years.

**7. Work Assistant [Mechanical]** [1 OBC; HQ:Khodad]

[PB-1: 5200-20200, GP: 1800; TME:13642]

**Essential Qualifications:** i) S.S.C. OR equivalent ii) One year experience in operation and maintenance of hydraulic equipment. Experience in on-site erection jobs will be an added advantage.

**Age:** 31 years.

**General:** Age is inclusive of relaxation for SC/ST/OBC/PWD wherever applicable. Age will be reckoned as on 1<sup>st</sup> January 2012. Candidates are liable to be transferred to other Centres / Field Stations of the Institute.

**TME:** Total Monthly Emoluments, reflects Pay+GP+DA (presently 58%), HRA, and transport allowance. **PB:** Pay Band, **GP:** Grade Pay, **UR:** Unreserved.

**How to apply:** Candidates are encouraged to apply on-line at <http://www.ncra.tifr.res.in/~estt> ([click here to apply online](#)). In exceptional circumstances, signed application in the format given below will also be accepted. They should be sent in a sealed cover superscribing the post applied for on the envelope and sent to the Administrative Officer, NCRA-TIFR, Post Bag 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 / Xth Std. (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: 5<sup>th</sup> February 2012**

Applicants are advised to go through all parameters indicated in this notice and satisfy themselves about their suitability of age limit and essential qualification for the posts before applying. Applications received after the closing date will not be considered.

(K.V. Rama Iyer)  
Head (Admin. & Finance)

**NOTICE BOARDS**

- |                                    |                          |                            |
|------------------------------------|--------------------------|----------------------------|
| 1) CRL, Ooty                       | 4) NCRA, Pune            | 8) BF, Hyderabad           |
| 2) TIFR Centre (CAM),<br>Bangalore | 5) GMRT, Khodad          | 9) HEGRO, Pachmarhi        |
| 3) NCBS, Bangalore                 | 6) RAC, Ooty             | 10) Gravitational Lab, GBN |
|                                    | 7) HBCSE, Anushaktinagar | 11) TIFR, Mumbai           |