



राष्ट्रीय रेडियो खगोलभौतिकी केंद्र
National Centre for Radio Astrophysics
टाटा मूलभूत अनुसंधान संस्थान
Tata Institute of Fundamental Research

पोस्ट बैग 3, गणेशखिंद डाकघर, सावित्रीबाई फुले पुणे विश्वविद्यालय परिसर, पुणे- 411007, दूरभाष : 020-2571-9200/9300/9241
Post Bag 3, Ganeshkhind PO, Savitribai Phule Pune University Campus, Pune -411007, Phone: 020-2571-9200/9300/9241

भर्ती विज्ञापन क्रमांक: 2026/08
Recruitment Advertisement No. 2026/08

टाटा मूलभूत अनुसंधान संस्थान [टीआईएफआर] का राष्ट्रीय रेडियो खगोलभौतिकी केंद्र, पुणे [एनसीआरए] (जो भारत सरकार के परमाणु ऊर्जा विभाग के अधीन एक स्वायत्त संस्था है) एक अंतरराष्ट्रीय ख्याति प्राप्त अनुसंधान संस्थान है। एनसीआरए-टीआईएफआर, पुणे विश्वविद्यालय परिसर के भीतर स्थित है। एनसीआरए-टीआईएफआर द्वारा संचालित सुविधाओं में ऊटी रेडियो टेलिस्कोप (ओआरटी) और जाइंट मीटरवेव रेडियो टेलिस्कोप (जीएमआरटी) शामिल हैं। पुणे से लगभग 80 किलोमीटर उत्तर में स्थित जीएमआरटी, मीटर तरंग दैर्ध्य पर विश्व का सबसे बड़ा रेडियो टेलिस्कोप है। एनसीआरए निम्नलिखित पदों के लिए उपयुक्त योग्यता रखने वाले अभ्यर्थियों की तलाश में है।

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 Savitribai Phule Pune University Campus. Facilities operated by NCRA-TIFR include, the Ooty Radio Telescope (ORT), Ooty 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:

क्र. / Sr	पद का नाम/ Post Name	मुख्यालय HQ	पदों की संख्या/ No. of Posts	आरक्षण/Reservations						अधिकतम आयु/ Max Age	वेतन स्तर / वेतन चरण Pay Level/ Pay Stage	कुल मासिक वेतन (रु.) TME (Rs.)
				U R	S C	S T	O B C	P w B D	E W S			
1	प्रशासनिक सहायक-बी/ Administrative Asst.-B	Pune	1	1						33	06/01	73,020/-
2	क्लर्क-ए/ Clerk-A	Pune	1			1				33	03/01	46,990/-
3	चालक-बी/ Driver-B	Pune	1						1	30	02/01	39,970/-
4	प्रयोगशाला सहायक-बी/ Laboratory Assistant-B	Khodad	2	1						28	03/01	39,770/-
							1			31	03/01	39,770/-
5	क्लर्क-ए/ Clerk-A	Khodad	1	1						28	03/01	39,770/-
6	चालक-बी/ Driver-B	Khodad	1		1					35	02/01	35,270/-
7	सुरक्षा गार्ड/ Security Guard	Khodad	1						1	28	01/01	32,040/-

संक्षिप्त रूप/ Abbreviations: UR – सामान्य वर्ग (Unreserved), OBC – अन्य पिछड़ा वर्ग (Other Backward Classes), SC – अनुसूचित जाति (Scheduled Caste), ST: अनुसूचित जनजाति (Scheduled Tribe), PwBD – दिव्यांगजन (Persons with Benchmark Disability; OH-अस्थि विकलांग/Orthopedically Handicapped; HH-श्रवण बाधित/Hearing Handicapped; VH-दृष्टि बाधित/ Visually Handicapped), TME – कुल मासिक वेतन (Total Monthly Emoluments)

1. प्रशासनिक सहायक-बी/ADMINISTRATIVE ASSISTANT-B [1 Post; UR; HQ: Pune]

[Pay Level:06; Pay Stage:01; TME: Rs. 73,020/-]

आवश्यक योग्यता/Essential Qualification:

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

आवश्यक अनुभव/Essential Experience:

5 years' experience in Establishment/HR section in a large and reputed organization.

वांछनीय/Desirable:

Knowledge of Central Govt. rules, CCS rules, FR-SR, Service rule, etc.

नौकरी का विवरण/Job Description:

Manpower planning, Rosters, Leaves, LTC, Pay Fixation, Conduct rules and other service related works, etc.

आयु/Age: अधिकतम 33 वर्ष (नियमों के अनुसार आयु छूट लागू) /Maximum 33 years (Age relaxation given as per Rule)

2. क्लर्क-ए/CLERK-A [1 Post; ST; HQ: Pune]

[Pay Level:03; Pay Stage:01; TME: Rs. 46,990/-]

आवश्यक योग्यता/Essential Qualification:

- (a) Graduate from a recognised University /Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications especially MS Office – supported by certificates from the government recognized institutions.

आवश्यक अनुभव/Essential Experience:

Minimum 1-year experience in clerical duties and correspondence in large and reputed organization.

वांछनीय/Desirable:

Candidates with better typing skills and computer proficiency, knowledge of Central Govt. rules and procedures may be given preference.

आयु/Age: अधिकतम 33 वर्ष (नियमों के अनुसार आयु छूट लागू) /Maximum 33 years (Age relaxation given as per Rule)

3. चालक-बी/DRIVER-B [1 Post; 1-EWS; HQ: Pune]

[Pay Level:02; Pay Stage:01; TME: Rs. 39,970/-]

आवश्यक योग्यता/Essential Qualification:

- (a) Passed S.S.C. or Equivalent (Central/State Board Examinations).
- (b) Valid license for driving appropriate vehicle as per requirement. (*Compulsory to upload in the document*)

आवश्यक अनुभव/Essential Experience:

Minimum 3 years of accident-free driving of heavy passenger motor vehicles in large cities.

शारीरिक स्वास्थ्य/Physical Fitness:

- (a) **Male:** Height not less than 165cms; Chest 80-85 CMS, Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
- (b) **Female:** Height not less than 157 cms; Chest [Not applicable] Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition. (Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

वांछनीय/Desirable:

- (i) First-aid certificate (ii) Preliminary / primary knowledge of vehicle inspection, trouble shooting and minor repairs (iii) Bus batch (iv) Experience in driving all vehicles including Bus.

आयु/Age: अधिकतम 30 वर्ष (नियमों के अनुसार आयु छूट लागू) /Maximum 30 years (Age relaxation given as per Rule)

4. प्रयोगशाला सहायक-बी (इलेक्ट्रॉनिक्स)/LABORATORY ASSISTANT-B (Electronics) [2 Posts; UR, OBC; HQ: Khodad]

[Pay Level:03; Pay Stage:01; TME: Rs. 39,770/-]

आवश्यक योग्यता और अनुभव/Essential Qualification and Experience:

- (a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in trade Electronics or allied trade.
- (b) Two years' experience in the electronics lab of a reputed organization.

OR

- (a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in trade Electronics or allied trade.
- (b) One-year experience in the electronics lab of a reputed organization.

वांछनीय अनुभव/Desirable Experience:

- 1. Experience in soldering and de-soldering of PTH and SMD components and ICs using workstation.
- 2. Knowledge of personal computers, networking and CRO/DSO.

नौकरी का विवरण/Job description:

The testing, maintenance, fault finding, and repairs of Digital and Analog systems.

आयु/Age: अधिकतम ओबीसी के लिए 31 वर्ष और यूआर के लिए 28 वर्ष (नियमों के अनुसार आयु छूट लागू) /Maximum 31 years for OBC & 28 for UR (Age relaxation given as per Rule)

5. क्लर्क-ए/CLERK-A [1 Post; UR; HQ: Khodad]

[Pay Level:03; Pay Stage:01; TME: Rs. 39,770/-]

आवश्यक योग्यता/Essential Qualification:

- (a) Graduate from a recognised University /Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications especially MS Office – supported by certificates from the government recognized institutions.

आवश्यक अनुभव/Essential Experience:

Minimum 1-year experience in clerical duties and correspondence in large and reputed organization.

वांछनीय/Desirable:

Candidates with better typing skills and computer proficiency, knowledge of Central Govt. rules and procedures may be given preference.

आयु/Age: अधिकतम 28 वर्ष (नियमों के अनुसार आयु छूट लागू) /Maximum 28 years (Age relaxation given as per Rule)

6. चालक-बी/DRIVER-B [1 Post; 1-SC; HQ: Khodad]

[Pay Level:02; Pay Stage:01; TME: Rs. 35,270/-]

आवश्यक योग्यता/Essential Qualification:

- (a) Passed S.S.C. or Equivalent (Central/State Board Examinations).
- (b) Valid license for driving appropriate vehicle as per requirement. (Compulsory to upload in the document)

आवश्यक अनुभव/Essential Experience:

Minimum 3 years of accident-free driving of heavy passenger motor vehicles in large cities.

शारीरिक स्वास्थ्य/Physical Fitness:

- (a) **Male:** Height not less than 165cms; Chest 80-85 CMS, Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
- (b) **Female:** Height not less than 157 cms; Chest [Not applicable] Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition. (Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

वांछनीय/Desirable:

- (i) First-aid certificate (ii) Preliminary / primary knowledge of vehicle inspection, trouble shooting and minor repairs (iii) Bus batch (iv) Experience in driving all vehicles including Bus.

आयु/Age: अधिकतम 35 वर्ष (नियमों के अनुसार आयु छूट लागू) /Maximum 35 years (Age relaxation given as per Rule)

7. सुरक्षा गार्ड/SECURITY GUARD [1 Post, 1-EWS; HQ: Khodad]

[Pay Level:01; Pay Stage:01; TME: Rs. 32,040/-]

आवश्यक योग्यता/Essential Qualification:

- (a) Passed S.S.C OR Equivalent (Central/State Board Examinations)
- (b) Firefighting Training Certificate/NCC Certificate/Civil Defence training/Home guard (This clause is not applicable to candidates from Defence/CAPF).
- (c) Knowledge of use of personal computers and applications.

आवश्यक अनुभव/Essential Experience:

Minimum 3 years' experience in Defence/CAPF/Security work in a reputed organization.

शारीरिक स्वास्थ्य/Physical Fitness:

- (a) **Male** - Height not less than 165cms; Chest 80-85 cms; Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
- (b) **Female** - Height not less than 157cms; Chest [Not applicable]; Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

शारीरिक दक्षता परीक्षण/ Physical Efficiency Test:

- (a) Running Fitness for male candidates: 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks.
- (b) Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females: 100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on smooth and straight running tracks.
- (c) Shot put (except females) (7.26 kgs) 4.5 mts.
- (d) Chin ups except females: Up to 30 years: 08-09 numbers; 30-40 years: 05-06 numbers;
- (e) Push-ups except females: 40-45 years: 16-17 numbers; Above 45 years: 12-13 numbers;
- (f) Sit ups except females: Up to 30 years: 25 – 29 numbers; 30-40 years: 20-24 numbers; 40-45 years: 15-19 numbers; Above 45 years: 10-14 numbers.

Note: Ex-servicemen, Military Service personnel and CAPF personnel with 3 years' experience will be considered for the Pay Level 2. Ex-servicemen, Military Service personnel and CAPF personnel with 10 years' experience or more can be considered for higher Pay Level 3.

(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

नौकरी का विवरण/Job Description:

Security at antenna site. To work in 3 shifts.

आयु/Age: अधिकतम 28 वर्ष (नियमों के अनुसार आयु छूट लागू)।/Maximum 28 years (Age relaxation given as per Rule)

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नोट/सामान्य निर्देश/NOTE/GENERAL INSTRUCTIONS:

- 1) वर्तमान में उल्लिखित मुख्यालय (HQ) केवल जानकारी के लिए है। ऊपर दिए गए सभी पद एनसीआरए के विभिन्न कैंपस (पुणे, खोडद और ऊटी) में ट्रांसफरिबल हैं। HQ mentioned is for the present. All the above posts are transferable within NCRA campuses i.e. Pune, Khodad & Ooty.
- 2) उम्मीदवारों को शिफ्ट में, कार्यालय समय के बाहर, तथा शनिवार, रविवार और अवकाशों पर भी काम करना पड़ सकता है, केंद्र की आवश्यकताओं के अनुसार। Candidates will be required to work in shifts/ beyond office hours and on Saturdays, Sundays and holidays, as per the exigencies of the Centre.
- 3) संस्थान को यह अधिकार है कि भर्ती प्रक्रिया के लिए योग्य उम्मीदवारों की संख्या को योग्यता और अनुभव के आधार पर सीमित किया जा सके। The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of the qualifications and experience prescribed in the advertisement.
- 4) केवल आवश्यक और वांछनीय योग्यता पूरी करने मात्र से उम्मीदवार को भर्ती प्रक्रिया के लिए बुलाया जाना अनिवार्य नहीं है। संस्थान को विज्ञापन में निर्धारित न्यूनतम शैक्षणिक योग्यता एवं अनुभव से अधिक योग्यता एवं अनुभव रखने वाले अभ्यर्थियों के आधार पर भर्ती प्रक्रिया के लिए अभ्यर्थियों की संख्या को एक युक्तिसंगत सीमा तक सीमित करने का अधिकार सुरक्षित है। केवल आवश्यक एवं वांछनीय शैक्षणिक योग्यता तथा अनुभव को पूरा कर लेने मात्र से किसी अभ्यर्थी को भर्ती प्रक्रिया हेतु बुलाए जाने का अधिकार प्राप्त नहीं होगा। संस्थान को यह अधिकार है कि किसी भी पद को खाली न रखे। किसी भी प्रकार की सिफारिश/प्रचार उम्मीदवार को अयोग्य कर देगी।

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. The Institute reserves the right not to fill the post (any or all) herein advertised. Canvassing in any form shall disqualify the candidate.

- 5) पद हेतु आवेदन करने से पूर्व अभ्यर्थी को यह सुनिश्चित कर लेना चाहिए कि वह पात्रता एवं अन्य सभी निर्धारित मानदंडों को पूरा करता/करती है। भर्ती प्राधिकारी को भर्ती प्रक्रिया के किसी भी चरण में निर्धारित मानदंडों को पूरा न करने वाले आवेदन को अस्वीकार करने का पूर्ण अधिकार होगा। यदि किसी त्रुटिवश ऐसे अभ्यर्थी की नियुक्ति हो जाती है, तो नियुक्ति के पश्चात भी उसकी सेवाएँ समाप्त की जा सकती हैं। 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.

अंतिम तिथि /LAST DATE:

1. आवेदन प्राप्त करने की अंतिम तिथि **31 अगस्त 2026** है। आयु, योग्यता और अनुभव **31 अगस्त 2026** को मान्य होंगे। Last date for receipt of the applications is **31 August 2026**. Age, Qualification & experience will be reckoned as on **31 August 2026**.

आवेदन कैसे करें/HOW TO APPLY:

- उम्मीदवारों को प्रोत्साहित किया जाता है कि वे ऑनलाइन आवेदन करें/ Candidates are encouraged to apply on-line at: <https://tinyurl.com/ncrajob-2026>
- जो ऑनलाइन आवेदन नहीं कर सकते, वे निर्धारित प्रारूप में हार्ड कॉपी भरकर, बंद लिफाफे में “पद का नाम” लिखकर, निम्नलिखित पते पर भेज सकते हैं: ‘प्रशासनिक अधिकारी-डी (स्थापना), एनसीआरए-टीआईएफआर, पोस्ट बैग 3, गणेशखिंड, सावित्रीबाई फुले पुणे विश्वविद्यालय परिसर, पुणे 411007’। Those who cannot apply online, can submit hard copy in the prescribed format, in a sealed cover super-scribing the post applied for on the envelope and forward to the ‘Administrative Officer-D (Establishment), NCRA-TIFR, Post Bag 3, Ganeshkhind, Savitribai Phule Pune University Campus, Pune 411007’.
- अंतिम तिथि के बाद प्राप्त ऑनलाइन/पोस्ट द्वारा आवेदन स्वीकार नहीं किए जाएंगे। Applications received online/by post after the last date will not be considered.
- विज्ञापन, आवेदन प्रारूप, अनुभव आदि के विवरण के लिए वेबसाइट देखें/ For details such as advertisement, application format, experience etc., visit at: <https://tinyurl.com/ncrajob-2026>

चयन प्रक्रिया/SELECTION PROCEDURE:

चयन प्रक्रिया समझने के लिए कृपया यहाँ क्लिक करें। [Please click here to read and understand the selection procedures.](#)

सूचना/टिप्पणी/Notice:

- कृपया ध्यान दें कि एनसीआरए वेबसाइट पर प्रकाशित विस्तृत विज्ञापन अंतिम है। उम्मीदवारों को समय-समय पर किसी भी अपडेट के लिए वेबसाइट देखने की सलाह दी जाती है। Please note that the detailed advertisement published on the NCRA website is final and candidates are encouraged to go through the website for any updates from time to time.
- ऑनलाइन आवेदन में किसी भी प्रकार की कठिनाई होने की स्थिति में, कृपया अपनी समस्या का विवरण ईमेल के माध्यम से estt@ncra.tifr.res.in पर भेजें। In case of any difficulty in making online application please send email describing the difficulty to estt@ncra.tifr.res.in

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