

**Advertisement No.:** ICTS-Notice-2022/04

Date: 25 March 2022

### Recruitment for Project/Temporary Positions

The International Centre for Theoretical Sciences (ICTS) of the Tata Institute of Fundamental Research (TIFR), a premier research centre (an Autonomous, Grant-in-Aid Institution of the Department of Atomic Energy, Government of India and a Deemed University) is looking for highly motivated and self-driven individuals for the below posts at its Bengaluru Campus. The required qualifications and experience are given below:

Sr. No.	Position	Category	No. of post(s)	Upper age limit (as on 1st Jan. 2022)	Walk-in Date(s)
1	Administrative Assistant B (Temporary) - Academic Office	PwBD	1	33	Apply online
2	Project Assistant (Programs Office)	UR	1	28	30/03/2022
3	Tradesman B (Temporary) - AV	UR	1	28	31/03/2022
4	Interns (AV)	-	1	28	31/03/2022
5	Tradesman B (Temporary) - Web	UR	1	28	01/04/2022
6	Interns (Web)	-	1	28	01/04/2022

#### 1. Project Administrative Assistant B (Academic Office) - Person with Benchmark Disability

##### Essential Qualifications & Experience:

- Graduate from a recognised University/ Institute with an aggregate of 55% marks.
- Proficiency in use of personal computers and applications.
- 5 years of experience in a similar job profile.

**Age - Maximum 33 years (Relaxation in upper age limit will be as per rules)**

**Consolidated pay including HRA - Rs. 48,500/- per month**

**Desirable:**

- Proficient in oral and written communication in English.
- Proficient in computer skills (like MS Office, Spreadsheets, Google docs etc.) and with excellent interpersonal skills.

**Percentage of disability for the post:** Not less than 40 % of locomotor disability.

**Physical requirement for the post:** Sitting, Bending, Seeing, Reading & Writing, Communication, Manipulation by Fingers, Standing, Walking, One Leg, One Arm

Candidates should produce the requisite certificate in the prescribed format (attached) issued by the appropriate competent authority at the time of trade test/skill test.

**Job Profile:**

This job involves providing administrative support for all the admin related tasks of the Centre. This broadly includes the following functions:-

- Providing logistical support for the graduate admissions, scheduling orientation camp, logistical arrangements of selected candidates, assigning faculty mentor, office space
- Handling the academic affairs of graduate program - course coordination, Ph.D. registration, annual talks, synopsis seminar, thesis defense, preparing transcripts and letters, database management
- Handling the logistical requirements of the SN Bhatt program, LTVSP, postdoc program
- Handling the logistical requirements of academic visitors, updating website, TA reimbursements, DAE approvals of foreign visitors, AI exemptions
- Managing seminars & colloquia, string seminars, Infosys string seminars, physics@ICTS, dynamic Fridays, QSSS, weekly meetings, skype/ VC meetings, special lectures
- Handling lecture hall reservations, office space management, database management, assisting in reports
- Any other task assigned by the Section Incharge.

**2. Project Assistant (Programs Office) - Unreserved****Essential Qualifications & Experience:**

- Graduate from a recognised University/ Institute with aggregate of 50% marks.
- Proficiency in use of personal computers and applications.
- 1 year experience in clerical duties in a large and reputed organisation.



**Age - Maximum 28 years (Age relaxation as per rules)**

**Consolidated pay including HRA - Rs. 31,800/- per month**

**Desirable:**

- Proficient in oral and written communication in English.
- Proficient in computer skills (like MS Office, Spreadsheets, Google docs etc.) and with excellent interpersonal skills.

**Job Profile:**

This job involves providing administrative support for all the admin related tasks of the Centre. This broadly includes the following functions:-

- Sending approval, travel norms, guidelines to organizers, documents to TIFR and DAE for program and budget approval
- Creating program page, registration form, participant list, coordinating for MEA clearance
- Logistical arrangements for programs, handling registration and participant queries, issuing certificates, collecting feedback, updating statistics
- Any other task assigned by the Section Incharge.

**3. Tradesman B (Temporary) - AV - Unreserved**

**Essential Qualifications & Experience:**

- (a) National Trade Certificate (NTC) (with an aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in relevant trade/discipline.
- (b) Minimum 2 years experience in the similar work profile.

OR

- (a) National Apprenticeship Certificate (NAC) (with an aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in relevant trade/discipline.
- (b) Minimum 1 year experience in the similar work profile.

**Age - Maximum 28 years (Age relaxation as per rules)**

**Consolidated pay including HRA - Rs. 31,800/- per month**

**Job Profile:**

- Set up and operate sound equipment
- Set up and operate spotlights

- Set up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for seminars, discussion meetings and public lectures
- Monitor sound feeds to ensure quality
- Test and resolve equipment issues
- Switch video input sources from one camera to another
- Clean audio and video equipment and store properly
- Maintain inventory of AV equipment

#### 4. Intern - AV

##### Essential Qualifications & Experience:

- (a) National Trade Certificate (NTC) (with an aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in relevant trade/discipline.
  - (b) Minimum 2 years experience in the similar work profile.
- OR
- (a) National Apprenticeship Certificate (NAC) (with an aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in relevant trade/discipline.
  - (b) Minimum 1 year experience in the similar work profile.

**Age - Maximum 28 years (Age relaxation as per rules)**

**Stipend - Rs. 10,000/- per month**

Internship certificate will be issued after the period of internship

##### Job Profile:

- Set up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for seminars, discussion meetings and public lectures
- Set up and operate sound equipment
- Set up and operate spotlights
- Monitor sound feeds to ensure quality
- Test and resolve equipment issues
- Switch video input sources from one camera to another
- Clean audio and video equipment and store properly
- Maintain inventory of AV equipment

## 5. Tradesman B (Temporary) - Web - Unreserved

### Essential Qualifications & Experience:

- (c) National Trade Certificate (NTC) (with an aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in relevant trade/discipline.
  - (d) Minimum 2 years experience in the similar work profile.
- OR
- (c) National Apprenticeship Certificate (NAC) (with an aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in relevant trade/discipline.
  - (d) Minimum 1 year experience in the similar work profile.

**Age - Maximum 28 years (Age relaxation as per rules)**

**Consolidated pay including HRA - Rs. 31,800/- per month**

### Job Profile:

- Responsible for upkeep and smooth functionality of the website which involves maintenance of Drupal websites. Update data on the websites.
- Develop/ customize modules on Drupal websites as per requirements.
- Understand the requirement of users and mapping them into a technical document for developing a website.
- Design additional features and upgrade the website. Test the web modules independently.
- Maintenance of the current and upcoming websites, web portals and web services.
- Monitor security and, track, compile, and analyze web site usage/ traffic data and provide data as and when required;
- Liaise with the users of the website. Work with scientists, designers and content writers for continued improvement of the ICTS digital presence;
- Mentor interns on web-related tasks.

## 6. Intern (Web)

### Essential Qualification:

- BCA/BTech/BE in Computer Science/ Information Science (or equivalent – see skills)

### Skills:

- Strong background in Java, PHP, MySQL, HTML and CSS will be especially appreciated;
- Exposure to JQuery/Javascript;



- Ability to operate independently and proactively with minimal upfront instruction and take ownership of work products.

**Age - Maximum 28 years (Age relaxation as per rules)**

**Stipend - Rs. 10,000/- per month**

Internship certificate will be issued after the period of internship

**Job Profile:**

- To work on web development project, development of Android and IOS app, Drupal CMS, PHP, MySQL, HTML, CSS, JQuery, JAVA, Javascript, LAMP stack and various Opensource technologies;
- To work with the team to manage, optimize and customize multiple web applications;
- To create and maintain technical documentation.

**General Instructions:**

1. All the above posts are tenable at ICTS, Bangalore
2. Appointment for the above post at Sr. 2 will be initially for one year which may be extended depending upon the individual's performance and the requirements of the Centre. The selected candidate(s) will be required to join immediately.
3. Appointments for the above posts at Sr. 1, 3, 4, 5, 6 will be initially for six months which may be extended upto 1 year maximum depending upon the individual's performance and the requirements of the Centre. Selected candidate(s) will be required to join immediately.
4. Prescribed age should not exceed as on **January 1, 2022** for the above posts.
5. Interested candidates for the above posts Sr. 2, 3, 4, 5 & 6 should report for the selection process for the above post(s) as per the **walk-in date(s)** provided above along with their CV and the following original documents for verification plus a photocopy:
  - a. Identity Proof (Adhar Card / Election Card / PAN Card / Passport / Driving License).
  - b. Date of birth/ Proof of age.
  - c. Educational Qualification (all mark sheets and certificates).
  - d. Experience certificate/s.

- e. Candidates applying for above posts and who are eligible for further age relaxation as per extant TIFR or GOI rules are required to submit a copy of the relevant certificate in support of age relaxation (for example ex-servicemen, persons with benchmark disabilities etc.)

Location: ICTS campus, Hesaraghatta, Bengaluru (please report at the main security gate on arrival).

Reporting Time: **10:00 am**

6. Interested candidates for the above post Sr. 1 should **Apply Online** and submit their application latest by **09 April 2022**. Please keep the scanned copies of the following documents before applying online.
  - a. Identity Proof (Adhar Card / Election Card / PAN Card / Passport / Driving License).
  - b. Date of birth/ Proof of age.
  - c. Educational Qualification (all mark sheets and certificates).
  - d. Experience certificate/s.
  - e. PwBD certificate as per Format
  - f. Relaxation:-
    - (i) Upper age limit is relaxable upto 5 years for SC/ST and upto 03 years for OBC candidates only in respect of those posts which are reserved for the respective categories.
    - (ii) Reserved category candidates should produce the requisite certificate in the prescribed format issued by appropriate competent authority at the time of trade test / skill test. OBC candidates should produce the certificate valid for appointment to posts under the Central Government.
    - (iii) Relaxation in upper age limit for persons with disability, ex-servicemen, Widows, divorced women and women judicially separated from their husbands and who are not remarried will be as per rules.
    - (iv) Relaxation in upper age limit by 05 years will also be permissible to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989 for a further period of two years beyond 31st December 2015 subject to production of relevant certificate from concerned authority.
7. The qualifications prescribed should have been obtained from recognized Universities/Institutions/Boards. Candidates should ensure that he/she possesses the required

educational qualification/experience in the relevant area on 01st January 2022. Wherever grades are awarded by Universities/Institutes in CGPA/SGPA/OGPA etc. system, candidates are requested to convert the same into percentage based on the formula adopted by the University/Institute and mention the percentage at the appropriate column in the application form.

8. The Centre 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. More vacancies may also be filled through this advertisement. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post

9. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other criteria. Recruitment authorities would be free to reject applications 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. Center reserves the right not to fill the post or posts notified herein.

10. The decision of the Center Director, ICTS-TIFR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of test and whether or not to fill up all or any of the posts, will be final and binding on the candidates and no enquiry or correspondence in this connection from any individual will be entertained.

11. Outstation candidates called for recruitment process will be paid single Second class (not air-conditioned) / Sleeper class train fare for the journey by the shortest route from the nearest railway station of their place of residence to the place of written test/interview on the production of photocopies of onward and return journey tickets. If you travel by air, your air-fare will be restricted to the train fare (as per traveling allowance applicable to you) on production of tickets and boarding passes.

12. Queries related ONLY to problems occurring while applying online may be sent to [recruitment@icts.res.in](mailto:recruitment@icts.res.in) mentioning your name, mobile number and the technical problem in the email.



**Form-VII**
**Certificate of Disability**

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

[See rule 18(1)]

 Recent passport size  
 attested photograph  
 (Showing face only) of  
 the person with  
 disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri / Smt./Kum \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ Date of birth (DD-MM-YYYY) \_\_\_\_\_ Age \_\_\_\_ Years,  
 Male/ Female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
 Ward/ Village/ Street \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am  
 satisfied that he/she is a case of \_\_\_\_\_ disability. His/her extent of percentage  
 Physical impairment/disability has been evaluated as per guidelines ( \_\_\_\_\_ Number and date of issue of the  
 guidelines to be specified) and is show against the relevant disability in the table below:-

Sl. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment /mental disability (in%)
	Locomotor disability	@		
	Muscular Dystrophy			
	Leprosy cured			
	Cerebral Palsy			
	Acid attack victim			



	Low vision	#		
	Deaf	€		
	Hard of Hearing	€		
	Speech and Language disability			
	Intellectual disability			
	Specific Learning Disability			
	Autism spectrum disorder			
	Mental Illness			
	Chronic Neurological conditions			
	Multiple sclerosis			
	Parkinson's disease			
	Haemophilia			
	Thalassemia			
	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive / non-progressive/ likely to improve/ not likely to improve

3. Reassessment of disability is

i. Not necessary or

ii. Is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD/MM/YYYY)\_\_\_\_\_

@- eg. Left/Right/both arms/legs

#- eg. Single eye/ both eyes

€ - eg. Left /Right / Both ears



4. The applicant has submitted the following document as proof of residence:-

Name of document	Date of Issue	Details of authority issuing certificate

(Authorized signatory of notified Medical Authority)  
(Name and Seal)

Countersigned {Countersignature and seal of the Chief  
Medical Officer/ Medical Superintendent/Head of Government  
Hospital, in case the Certificate is issued by a medical authority  
who is not a Government Servant (with Seal)

Signature /thumb  
impression of the person in  
whose favour certificate of  
disability is issued