



# INTERNATIONAL CENTRE *for* THEORETICAL SCIENCES

**TATA INSTITUTE OF FUNDAMENTAL RESEARCH**  
(<sup>v</sup>)

## OPPORTUNITIES

ADVT NO. ICTS-NOTICE-2022/10 (/OPPORTUNITIES/2022-10)

Advertisement No.: ICTS-Notice-2022/10

Date: 10 December 2022



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**Applications are invited  
for the following posts  
tenable at ICTS-TIFR,  
Bangalore**

Sr. No.	Name of the Post	Section	Reservations						Age Max.	Pay Level and Pay Stage as per 7th CPC Pay Matrix	TME (Rs.)	
			UR	SC	ST	OBC	EWS	PwBD				
1.	Administrative Officer C	Establishment	1	0	0	0	0	0	40	Pay Level 10; Pay Stage 1	1,02,501	Apply Online ( <a href="https://applications.icts.res.in/staff/noc">https://applications.icts.res.in/staff/noc</a> )
2.	Administrative Assistant B	Academic Office	0	0	0	0	0	1	43	Pay Level 6; Pay Stage 1	63,378	Apply Online ( <a href="https://applications.icts.res.in/staff/noc">https://applications.icts.res.in/staff/noc</a> )

3.	Tradesman B	Electrical	0	0	0	1	0	0	31	Pay Level 3; Pay Stage 1	40,773	Apply Online ( <a href="https://applications.icts.res.in/staff/noc">https://applications.icts.res.in/staff/noc</a> )
4.	Tradesman B	Audio Visual	1	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	40,773	Apply Online ( <a href="https://applications.icts.res.in/staff/noc">https://applications.icts.res.in/staff/noc</a> )
5.	Tradesman B	HVAC Mechanical	1	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	40,773	Apply Online ( <a href="https://applications.icts.res.in/staff/noc">https://applications.icts.res.in/staff/noc</a> )
6.	Tradesman B	Information Technology	1	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	40,773	Apply Online ( <a href="https://applications.icts.res.in/staff/noc">https://applications.icts.res.in/staff/noc</a> )

**Abbreviation: UR - Unreserved; SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Class; PwBD - Persons with Benchmark Disabilities; EWS - Economically Weaker Section; TME - Total Monthly Emoluments.**

**Sr. No. 1. ADMINISTRATIVE OFFICER C (Establishment) - 1 POST - Unreserved**

**Essential Qualifications & Experience:**

- Graduate from a recognized university/ institute with an aggregate of 60% marks.
- Diploma/Degree/Certificate course in Management or Administration from a recognized University/institute.
- Proficiency in the use of personal computers and its applications.
- Five (5) years of service in Level 6 and /or Level 7 and /or Level 8 or with equivalent total monthly emolument.

**Age- Maximum 40 years (Age relaxation as per norms)**

**Desirable Skills:**

- Post Graduate degree in Business Management from a reputed institution.
- Work experience in a Research/Academic/ Government Institution and dealing with administrative and establishment matters.
- Should have knowledge of Government India Rules, Regulations for Finance, CCS rules, FRSR, Establishment, Service rules and Welfare measures etc. The candidate should be able to run a responsible administration while ensuring speed, quality, and attention to all details.
- Managing Contracts for Services, knowledge of labour laws etc.
- The person should have a good flair for organizing activities and coordinating with several sections of the centre & outside agencies. Excellent spoken and written English and a keen eye for detail are highly desirable.
- Knowledge of data management software.
- Knowledge of the local language is desirable

**Job Profile:**

This job involves performing the following tasks:-

- Supervise and manage work related to general administration, personnel and establishment matters viz, recruitment, promotion, pay fixation, exit and other service related matters.
- Handling RTI matters of the Centre.
- Any other task as required by the Centre's Administration from time-to-time.

**Sr. No. 2. ADMINISTRATIVE ASSISTANT (B) (Academic Office) - 1 POST - PwBD**

**Essential Qualifications & Experience:**

- Graduate from a recognized University /Institute with an aggregate of 55% marks.
- Proficiency in word processing/database.
- 5 years of experience in a similar job profile.

**Age - Maximum 43 years (Age relaxation as per norms)**

**Desirable Skills:**

- 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 requirements for the post:** Sitting, Bending, Seeing, Reading & Writing, Communication, manipulation by Fingers, Standing, Walking, One Leg, One Arm.

Candidates should upload the requisite certificate in the prescribed format issued by the appropriate competent authority and produce the original one during the document verification on the selection process day.

**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 mentors, 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, academic visitors, updating the website, TA reimbursements, DAE approvals of foreign visitors, AI exemptions
- Managing seminars & colloquia, string seminars, Infosys string seminars, physics@ICTS (mailto: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.

**Sr. No. 3. TRADESMAN B (Electrical) - 1 POST - OBC**

**Essential Qualifications & Experience:**

(a) National Trade Certificate (NTC) (with an aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Electrician trade.

(b) Minimum 2 years experience in a similar work profile.

OR

(a) National Apprenticeship Certificate (NAC) (with an aggregate of 60% marks) awarded by the National Council of Vocational Training (NCVT) in the Electrician trade.

(b) Minimum 1 year experience in a similar work profile.

**Age - Maximum 31 years (Age relaxation as per norms)**

**Experience:** Experience in the field of the Secondary Power Distribution System (11 to 0.415kV) with Operation, Scheduled Preventive Maintenance, Breakdown Maintenance, Troubleshooting, Repairing, Installation, Testing, Commissioning Work, Transformer, Diesel Generator, Switchgear and protection (LT and HT), UPS system as per the IS codes and NBC Norms.

**Job Profile: (Electrical)**

- Reading CAD Drawings and control wiring diagrams.
- Installing and maintaining a single phase, 3 phase, LT, HT, and D.C power distribution system wiring, control, and lighting systems. Identifying electrical problems and troubleshooting with a variety of testing devices.
- Operation and maintenance of electrical components, such as transformers, circuit breakers (MCB, MCCB, ACB, VCB, SF6) D.G Sets, electrical panels, energy meters, interlock wiring, UPS System, motors, lifts, capacitor Bank, solar panels system, light, fan, and elevator, starter, all types of fuses, relay, timer, battery bank, and other related equipment.
- Working with underground cable ( H.T, L.T, DC & Control type) includes laying in-ground, termination at the panel of H.T. and L.T., D.C. Line, etc.
- Repairing or replacing wiring, equipment, or light fixtures & power equipment using hand tools and power tools.
- Following state and local building regulations based on the National Electric Code, NBC with safety guidelines at working sites. Ability to work in round-the-clock shift duties.

**Desirable:**

The candidate should possess good health and will be required to assist senior technicians.

Ability to speak, read, write and understand basic English, positive interpersonal and communication skills, and working knowledge of computers.

Candidates applying for this post should belong to the Central Government OBC list only and submit the category certificate in the prescribed Government of India format. (format attached in Annexure 1)

**Sr. No. 4. TRADESMAN B (Audio-Visual)- 1 POST - UNRESERVED****Essential Qualifications & Experience:**

(a) National Trade Certificate (NTC) (with an aggregate of 60% marks) awarded by the National Council of Vocational Training (NCVT) in Mechanic Consumer Electronics/Mechanic (Radio & TV)//Electronics Mechanic/Information Technology & Electronics System Maintenance trade.

(b) Minimum 2 years experience in a similar work profile.

OR

(a) National Apprenticeship Certificate (NAC) (with an aggregate of 60% marks) awarded by the National Council of Vocational Training (NCVT) in Mechanic Consumer Electronics/Mechanic (Radio & TV)//Electronics Mechanic/Information Technology & Electronics System Maintenance trade.

(b) Minimum 1 year experience in a similar work profile.

**Experience:** Experience in doing operation and maintenance of audio visual equipment like projectors, TV, microphones, amplifiers, mixers, video conferencing systems etc. in production studios and at other locations where audiovisual presentations are delivered, such as lecture theaters and conference venues or live events such as concerts, festivals, sporting events and entertainment venues.

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

**Job Profile: (Audio-Visual)**

- Set up and operate sound equipment, and 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, maintenance of audio-video equipment
- Maintain inventory of AV equipment

**Desirable:**

The candidate should possess good health and will be required to assist senior technicians.

Ability to speak, read, write and understand basic English, positive interpersonal and communication skills, and working knowledge of computers.

**Sr. No. 5. TRADESMAN B (HVAC Mechanical)- 1 POST - UNRESERVED****Essential Qualifications & Experience:**

(a) National Trade Certificate (NTC) (with an aggregate of 60% marks) awarded by the National Council of Vocational Training (NCVT) in the HVAC system (Refrigeration and Air conditioning/Mechanic Refrigeration and Air conditioning Technician/Central Air Condition Plant Mechanic trade).

(b) Minimum 2 years experience in a similar work profile.

OR

(a) National Apprenticeship Certificate (NAC) (with an aggregate of 60% marks) awarded by the National Council of Vocational Training (NCVT) in the HVAC system (Refrigeration and Air conditioning/Mechanic Refrigeration and Air conditioning Technician/Central Air Condition Plant Mechanic trade).

(b) Minimum 1 year experience in a similar work profile.

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

**Experience:** Experience in the field of the Centralized Chiller plant with Operation, Scheduled Preventive Maintenance, Breakdown Maintenance, Troubleshooting, Repairing, Installation, Testing, Commissioning, Air Conditioning system (Air-cooled and water-cooled) Split, Hi-Wall, Cassette, Air handling unit (water cooled), Cooling tower, Motors and Pumps, Mechanical Heavy duty valves as per the IS codes and NBC Norms.

**Job Profile: (HVAC Mechanical)**

- Reading CAD Drawings, control wiring diagrams, duct, and pipeline distribution drawings. Installing, maintaining, and repairing air ventilation, air conditioning systems air cooled, water cooled(split, cassette, AHU, VRF/VRV).
- Working with HVAC components, such as water-cooled chillers, cooling towers, operation through-BMS Systems, Primary, secondary, and condensing cycles, and related motors, actuators, actuator valves, VFD, Vacuum pumps, all types of a manual valves, pressure gauges, sensor, damper, and all related equipment. Familiar with BMS Operation and procedure BMS Operation, Actuators, VFD, Air duct, Heat Exchanger, and Cooling System of Server Rack.
- Diagnosing electrical and mechanical faults for HVAC systems, Cleaning, repairing systems, and adjusting the set point to perform a comfortable environment. Performing emergency repairs promptly and efficiently.
- Keeping daily logs and records of all maintenance functions. Ensuring compliance with appliance standards and with Occupational Health and Safety Act. Complying with service standards, work instructions, and user requirements, assisting with user queries. Ability to work in round-the-clock shift duties.

**Desirable:**

The candidate should possess good health and will be required to assist senior technicians.

Ability to speak, read, write and understand basic English, positive interpersonal and communication skills, and working knowledge of computers.

**Sr. No. 6. TRADESMAN B (Information Technology)- 1 POST - UNRESERVED**

**Essential Qualifications & Experience:**

(a) National Trade Certificate (NTC) (with an aggregate of 60% marks) awarded by the National Council of Vocational Training (NCVT) in Information Technology/Computer Hardware and Network Maintenance/Computer Hardware and Networking Maintenance/Mechanic Computer Hardware/Network Technician trade.

(b) Minimum 2 years experience in a similar work profile.

OR

(a) National Apprenticeship Certificate (NAC) (with an aggregate of 60% marks) awarded by the National Council of Vocational Training (NCVT) in Information Technology/Computer Hardware and Network Maintenance/Computer Hardware and Networking Maintenance/Mechanic Computer Hardware/Network Technician trade.

(b) Minimum 1-year experience in a similar work profile.

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

**Experience:** Experience in Information technology systems like computer hardware & networking, CCTV operations, access control systems, VoIP systems, Maintenance of printers, etc.

**Job Profile: (Information Technology)**

- Setting up new workstations, laptops, printers, break/fix, installing and upgrading hardware/software
- Keeping the systems up-to-date with patches and security fixes, providing IT assistance to the end-users
- Carrying out troubleshooting of software/ hardware/ networks independently.

- Installation, configuration & troubleshooting of Windows, Linux, and Mac operating systems
- Excellent problem-solving and communication skills.
- Ability to work in a team as well as independently.

**Desirable:**

The candidate should possess good health and will be required to assist senior technicians.

Ability to speak, read, write and understand basic English, positive interpersonal and communication skills, and working knowledge of computers.

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**General Information:**

1. All the above posts are tenable at ICTS, Bangalore.
2. Selection process:
  - The selection process for post no. 1 shall involve two stages i.e., a written test/preliminary interview and the main interview.
  - The selection process for post no. 2 will consist of a written & communication test, and a skill test (computer based).
  - The selection process for post nos. 3 to 6 will consist of a written test and a skill/trade test.Any change in the recruitment process will be updated only in the ICTS job portal from time to time.
3. Post-qualification essential experience will be considered until the application deadline i.e **31 Dec 2022**.
4. The qualifications prescribed should have been obtained from a recognized university/institution/board. 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.
5. Selected candidates for all these posts are liable to be transferred to other Centers/Field Stations of the Institute, if required.
6. Selected candidates for the post of Tradesman may be required to work round-the-clock shift duties.
7. Higher starting salary could be considered for deserving candidates for all these posts.
8. Appointment for the above posts at Sr. Nos. 3, 4, 5 & 6 will be initially for a period of three years, including a probation period of one year. Continuing appointment beyond probation and the initial period of appointment will be subject to the results of a probation review after one year, a comprehensive review after the initial term and a performance appraisal. After successful reviews, the appointment is continued till the superannuation age, which is sixty.
9. Appointment for the above posts at Sr. Nos. 1 & 2 will be for an initial period of one year. Continuing appointment beyond the initial period will be subject to the results of a comprehensive probation review and performance appraisal. After a successful review, the appointment is continued till the superannuation age, which is sixty.
10. Prescribed age should not exceed as on **July 1, 2022** for the above posts.
11. Selected candidates for the above posts will be governed by the National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].
12. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
13. **Applications from the candidates will be accepted ONLY ON-LINE:**
  - Candidates applying for above posts and who are eligible for further age relaxation as per extant TIFR or GOI rules are required to submit the applications online and send a copy of the online application by **post (through Indian Post or Speed Post)**, along with a copy of the relevant certificate in support of age relaxation (for example ex-servicemen, persons with benchmark disabilities with physical requirements of Sitting, Bending, Seeing, Reading & Writing, Communication, manipulation by Fingers, Standing, Walking, One Leg, One Arm etc.) and proof of DOB, education certificates, experience certificates, ID proof, caste certificate (if applicable). [SC, ST and OBC candidates applying for unreserved posts are not eligible for age relaxation].
  - Applicants working in Government/Semi-Government/ Public Sector Undertaking must apply online and send their online applications along with a copy of relevant documents **through proper channel**. Applicants who do not send their online applications through the proper channel, if called, will be able to participate in the recruitment process only upon submission of a NOC from the competent authority. However, an advance copy of the application along with the online application and relevant enclosures may be submitted by post.

14. Incomplete applications in any respect i.e without a photocopy of the certificate in support of age relaxation, proof of DOB, education certificates, experience certificates, ID proof, caste certificate (if applicable) and applications received after the last date shall not be considered.
15. **Online applications must be submitted by 31 December 2022 and applications by post must reach Head Administration and Finance, ICTS-TIFR campus, Survey No. 151, Shivakote Village, Hesaraghatta Hobli, North Bangalore 560089 by 31 December 2022.** Applicants who are required to send the applications by post must superscribe the post applied for, the advertisement number of the post on the envelope. The format of the application is as prescribed above.
16. The candidates are required to produce the following original documents with copies at the time of the recruitment process:
- Printout of the online application form.
  - Identity Proof (Adhar Card / Election Card / PAN Card / Passport / Driving License).
  - Date of birth/ Proof of age.
  - Educational Qualification (all mark sheets and certificates).  
In case Universities/Board award letter grades/CGPA/OGPA, the same will have to be indicated as an 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.
  - Experience certificate/s.
  - Conduct certificates from two respectable persons
  - OBC certificate in the Government of India format.
  - OBC candidates should submit a valid copy of the Non-creamy Layer certificate issued by a competent authority in the Govt. of India format. The OBC Non-Creamy Layer certificate in GOI format should be preferably for the current financial year on the date of closing of application or utmost not earlier than one year from the date of closing of application.
  - Candidates applying for the post reserved for Persons with Benchmark Disability should be suffering from not less than 40% of the relevant disability for the benefit of reservations. Candidates will have to submit a Disability Certificate issued by the competent authority in the prescribed format. PwBD candidates belonging to SC/ST/OBC will be given further age relaxations as per extant Gol rules.
17. (a) Outstation candidates called for the recruitment process for post 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 the recruitment process for post no. 2 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 Railway 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.
18. The center 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 center also 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.
19. 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.
20. Queries related ONLY to problems occurring while applying online may be sent to [recruitment@icts.res.in](mailto:recruitment@icts.res.in) (mailto:recruitment@icts.res.in) mentioning your name, post applying for and mobile number in the email.
21. The Institute reserves the right to conduct written tests, skill tests, interviews, etc. online/in-person.  
Certificate format for OBC (<https://www.icts.res.in/sites/default/files/seminar%20doc%20files/OBCformat.pdf>)

**USEFUL LINKS**

> [Site map \(/sitemap\)](#)

- > [Campus \(/about/campus\)](#)
- > [Resources \(/campus-resources\)](#)
- > [Bus schedule \(/facilities/transport\)](#)
- > [Important contact numbers \(/important-contacts\)](#)
- > [People directory \(/people/directory\)](#)
- > [Women's Cell \(/grievance-cell/cprshww\)](#)
- > [Tenders \(/tenders\)](#)
- > [Right to Information Act \(/rti\)](#)
- > [Careers \(/opportunities\)](#)

#### FOR MEMBERS

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- > [CHSS \(/chss\)](#)
- > [Holiday List \(/holiday-list\)](#)

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