

ADVERTISEMENT NO. ICTS-Notice-2020/04, DATE: 08/08/2020

Applications are invited for the following posts tenable at Bangalore

Sr. No.	Name of the Post	Reservations					Age Max.	Pay Level and Pay Stage as per 7th CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD			
1.	Scientific Officer C (Web)	1	0	0	0	0	28	Pay Level 10; Pay Stage 1	87,525
2.	Scientific Assistant B (Audio Visual)	1	-	0	0	0	28	Pay Level 6; Pay Stage 1	54,126
3.	Scientific Assistant B (Audio Visual)	0	1	0	0	0	33	Pay Level 6; Pay Stage 1	54,126
4.	Scientific Assistant B (Labs)	0	0	0	1	0	31	Pay Level 6; Pay Stage 1	54,126
5.	Administrative Officer D (Head Administration and Finance)	1	0	0	0	0	45	Pay Level 11; Pay Stage 1	1,03,881
6.	Administrative Officer C (Accounts and Finance)	1	0	0	0	0	40	Pay Level 10; Pay Stage 1	87,525
7.	Administrative Assistant B (Accounts and Finance)	1	0	0	0	0	33	Pay Level 6; Pay Stage 1	54,126

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

Sr. No. 1. SCIENTIFIC OFFICER (C) - 1 POST - UNRESERVED
Essential Qualifications & Experience:

- Full Time Masters degree in Science (with aggregate of 60% marks) from a recognized university/institute in Computer Application. OR Full time Degree in Engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute in Computer Science/ Information Science
- Minimum 3 years experience in the similar work profile detailed below.



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

Job Profile: (Web)

- Managing the web team, and project management, developing and overseeing the web processes, upkeeping Drupal websites.
- Updating websites, developing/ customizing web modules, managing the web-based applications, website hosting, monitoring website usage, troubleshooting web applications, and infrastructure problems, ensuring ICTS digital presence.
- Recommending technical developments, creating technical documentations, upgrading website, web portals and web services.
- Mentoring junior staff and interns on web related tasks.
- Any other task assigned by the Centre Director.

Desirable Skills:

- Hands on Drupal experience (version 7 preferred); strong experience in customizing existing modules and creating custom modules; hands-on experience in Drupal theme creation from HTML would be appreciated.
- Strong Knowledge of HTML, CSS, JavaScript and Web2.0 (jQuery/ Ajax); PHP and MySQL; experience in using caching tools and working on optimizing the database.
- Ability to work in a team as well as independently; candidates with good communication and documentation skills will be preferred; exposure to audio /video processing and web based Audio-Visual content delivery will be an added advantage.

Sr. No. 2. SCIENTIFIC ASSISTANT B - 1 POST -UNRESERVED

Essential Qualifications & Experience:

- Full Time Science Graduate (from a recognized University/Institute with aggregate of 60% marks). OR Full time Diploma in Engineering (from a recognized University/Institute with aggregate of 60% marks).
- Knowledge of use of personal computers and its applications.
- Minimum 2 years experience in the similar work profile detailed below

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

Job Profile: (Audio Visual)

- Providing AV support for ICTS programs, seminars and colloquia, outreach events, installing equipment i.e. microphones, sound speakers, projectors etc.
- Handling video recording, processing and uploading videos, providing support for video conferences,



- online meetings, audio bridge conference, collecting slides from the speakers
- Setting up audio and stage lighting for special programs and cultural events
- Any other task assigned by the Centre Director.

Desirable Skills:

- Working knowledge of projector operations, video conference, joystick controller, audio DSP, control systems, and video mixer.
- Hands on experience in handling audio visual equipment like audio amplifier, HD PTZ cameras, video matrix switcher, and recording/streaming devices.

Sr. No. 3. SCIENTIFIC ASSISTANT B - 1 POST - SC

Essential Qualifications & Experience:

- Full Time Science Graduate (from a recognized University/Institute with aggregate of 60% marks). OR Full time Diploma in Engineering (from a recognized University/Institute with aggregate of 60% marks).
- Knowledge of use of personal computers and its applications.
- Minimum 2 years experience in the similar work profile detailed below

Age - Maximum 33 years (Age relaxation as per rules)

Job Profile: (Audio Visual)

- Providing AV support for ICTS programs, seminars and colloquia, outreach events, installing equipment i.e. microphones, sound speakers, projectors etc.
- Handling video recording, processing and uploading videos, providing support for video conferences, online meetings, audio bridge conference, collecting slides from the speakers
- Setting up audio and stage lighting for special programs and cultural events
- Any other task assigned by the Centre Director.

Desirable Skills:

- Working knowledge of projector operations, video conference, joystick controller, audio DSP, control systems, and video mixer.
- Hands on experience in handling audio visual equipment like audio amplifier, HD PTZ cameras, video matrix switcher, and recording/streaming devices.



Sr. No. 4. SCIENTIFIC ASSISTANT B - 1 POST - OBC

Essential Qualifications & Experience:

- Full Time Science Graduate (from a recognized University/Institute with aggregate of 60% marks). OR Full time Diploma in Engineering (from a recognized University/Institute with aggregate of 60% marks).
- Knowledge of use of personal computers and its applications.
- Minimum 2 years experience in the similar work profile detailed below

Age - Maximum 31 years (Age relaxation as per rules)

Job Profile: (Labs)

- Managing and supervising lab facilities, maintaining equipment and machines, design and developing new instruments for experiments,
- Running the labs, grading lab assignments, invigilating exam and final evaluation, upgrading teaching labs, installing and debugging research lab equipment
- Assisting academic members for outreach demonstrations
- Preparing indents, order and receiving lab supplies, developing lab procedure, asset verification etc.
- Any other task assigned by the Centre Director.

Sr. No. 5. ADMINISTRATIVE OFFICER (D) - [HEAD ADMINISTRATION AND FINANCE] - 1 POST - UNRESERVED

Essential Qualifications & Experience:

- Post Graduate from recognised University/Institute with aggregate of 60% marks in Management / Administration. OR Graduate from a recognised University/Institute with aggregate of 60% marks and Diploma / Degree/Certificate course in Management or Administration
- Proficiency in use of personal computers and applications.
- 5 Years' experience in Level 8 and /or Level 9 and /or Level 10 or with equivalent TME (total monthly emoluments)

Age - Maximum 45 years (Age relaxation as per rules)

Job Profile:

- Overall in charge for managing the functions of finance, general administration, establishment purchase and stores of the Centre.
- Managing administrative matters with the state government, responsible for expansion/ construction and maintenance of infrastructure of the Centre
- Custodian of all records of the institute property including all the assets and funds of the Institute.
- Implementing rules stipulated by the Government of India, CPIO for RTI matters of ICTS-TIFR

- Any other task assigned by the Centre Director.

Desirable Skills:

- Skill in handling oral and written official correspondence
- Knowledge of data management software
- Experience of administration in educational institutions

Sr. No. 6. ADMINISTRATIVE OFFICER (C) [ACCOUNTS AND FINANCE] - 1 POST - UNRESERVED**Essential Qualifications & Experience:**

- Post Graduate from recognised University/Institute with aggregate of 55% marks in Commerce with Advanced Accountancy/ Auditing / Taxation as one of the subjects. OR
Graduate in Commerce/B.Com from recognised University/Institute with aggregate of 60% marks with inter-CA or CMA
- Proficiency in use of personal computers and applications.
- 6 years' experience in Level 7 and /or Level 8 or with equivalent TME (total monthly emoluments) OR
5 years' experience in Level 6 and /or Level 7 and /or Level 8 or with equivalent TME (total monthly emoluments) with Diploma in Finance and Accounts

Age - Maximum 40 years (Age relaxation as per rules)**Job Profile: (Accounts and Finance)**

- Overseeing the finance and accounting functions in regard to plan, non-plan & extramural grant budgets.
- Preparing budget estimates, projection, revisions, budget allocation. reviewing monthly expenditure statements, fund commitments, and monitoring utilisation.
- Verifying bills, accounting documents, salary disbursement, utilisation certificates, statutory compliance & tax regulations.
- Managing internal audit & control, statutory audits preparation & presentation of financial reports for the statutory auditors.
- Any other task assigned by the Centre Director.

Desirable Skills :

- Work experience in dealing with accounts matters viz. Government of India rules & procedures, in a medium or larger organization, preferably in a similar academic / research institution.
- Knowledge of SAP is desirable.
- Knowledge of statutory dues e.g. TDS, GST etc.
- Proficient in MS applications e.g MS excel, MS word etc and in Tally, accounting software



Sr. No. 7. ADMINISTRATIVE ASSISTANT (B) - 1 POST - UNRESERVED

Essential Qualifications & Experience:

- Graduate from a recognised University /Institute with aggregate of 55% marks.
- Proficiency in word processing/database/accounting procedures.
- 5 years' experience in Accounts in a large and reputed organization.

Age - Maximum 33 years (Age relaxation as per rules)

Job Profile: (Accounts and Finance)

- Processing purchase orders, service orders, lease payment, reimbursement claims, checking comparative statements & fund commitments.
- Preparing the statement of expenditure and utilisation certificates for the plan, non-plan and extramural grants.
- Processing payroll, statutory remittances, return filing
- Liaising with the bank for LC, bank guarantee, import documents, foreign payments & receipts
- Processing bills, assisting in the preparation of financial statements and statutory audits.
- Any other task assigned by the Centre Director.

Desirable Skills:

- Post Graduate in commerce or higher qualification in the same stream will be preferred.
- Exposure to Govt. Rules, FR/SR, GFR, Taxation, Audit will be preferred.
- Candidates should have the knowledge of finalization of accounts.
- Experience of facing audit

General Information:

1. All the above posts are tenable at ICTS, Bangalore
2. Selected candidates for all these posts are liable to be transferred to other Centres/Field Stations of the Institute, if required.
3. Higher starting salary could be considered for deserving candidates for all these posts.
4. Appointment for the above posts at Sr. Nos. 1, 2, 3, 4 will be initially for a period of three years, including a probation period of one year. Continuing appointment beyond the initial period of three years will be subject to the results of a comprehensive review and performance appraisal. After successful review, the appointment is continued till superannuation age, which is sixty.

5. Appointment for the above posts at Sr. Nos. 5, 6, 7 will be for an initial period of one year. Continuing appointment beyond the initial period will be subject to the results of a comprehensive review and performance appraisal. After successful review, the appointment is continued till superannuation age, which is sixty.
 6. Prescribed age should not exceed as on **July 1, 2020** for the above posts.
 7. 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].
 8. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
 9. **Applications from the candidates will be accepted ONLY ON-LINE except for the following:**
 - a. Candidates applying for above posts and who are eligible for further age relaxation as per extant TIFR or GOI rules are required to submit applications by *offline mode only (through Indian Post or Speed Post)*, alongwith a copy of relevant certificate in support of age relaxation (for example ex-servicemen, persons with benchmark disabilities 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 and should apply online].
 - b. Applicants working in Government/Semi-Government/ Public Sector Undertaking must apply **through proper channel**. Applicants who do not send their applications through proper channel, if called, will be able to participate in the recruitment process only upon submission of an NOC from the competent authority. However, an advance copy of application along with relevant enclosures may be submitted by post. Such applicants are not required to apply online.
- Download the offline application form from here: <https://applications.icts.res.in/staff/offline>
10. Incomplete applications (online) and off-line applications without photocopy of 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.
 11. **Online applications must be submitted by 31/08/2020 and applications by post must reach Administrative Officer (Establishment), ICTS Campus, Survey No. 151, Shivakote Village, Hesaraghatta Hobli, North Bangalore 560089 by 31/08/2020.** Applicants who are required to send the applications by post must superscribe the post applied for, advertisement number of the post on the envelope. The format of the application is as prescribed above.
 12. The candidates are required to produce the following original documents with copies at the time of recruitment process:
 - a. Printout of online application form.

- b. Identity Proof (Adhar Card / Election Card / PAN Card / Passport / Driving License).
 - c. Date of birth/ Proof of age.
 - d. Educational Qualification (all mark sheets and certificates).
In case Universities/Board award letter grades/CGPA/OGPA, the same will have to be indicated as 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).
 - e. Experience certificate/s.
 - f. Conduct certificates from two respectable persons
 - g. SC/ST & OBC certificate (wherever applicable) in the Government of India format.
 - h. OBC candidates should submit a valid copy of the Non-creamy Layer certificate issued by 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.
 - i. 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 GoI rules.
13. (a) Outstation candidates called for the recruitment process for the posts at Sr. Nos. 1, 5, 6 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 recruitment process for the posts at Sr. Nos. 2, 3, 4,7 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 travel only by the national carrier, AIR INDIA with the tickets purchased only from Air India website or Air India booking counter. The air-fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes.**
14. The Institute 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 shall disqualify the candidate.
15. 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



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recruitment, and if erroneously appointed, such candidates shall be liable to be terminated from service if appointed.

16. Queries related ONLY to problems occurring while applying online may be sent to recruitment@icts.res.in mentioning your name, post applying for and mobile number in the email.