

ADVERTISEMENT NO. ICTS-Notice-2024/09
DATE: 26/Oct/2024

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	Purchase & Stores	1	0	0	0	0	0	40	Pay Level 10; Pay Stage 1	1,11,780
2.	Administrative Assistant B	Accounts	0	0	0	0	0	1	43	Pay Level 6; Pay Stage 1	69,120
3.	Administrative Assistant B	Academic Office	0	0	0	1	0	0	36	Pay Level 6; Pay Stage 1	69,120
4.	Tradesman B	Electrical	0	0	0	1	0	0	31	Pay Level 3; Pay Stage 1	44,460
5.	Tradesman B	Audio Visual	1	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	44,460
6.	Tradesman B	HVAC Mechanical	1	0	0	0	0	0	28	Pay Level 3; Pay Stage 1	44,460

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 (Purchase & Stores) - 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 experience in Level 6 and /or Level 7 and /or Level 8 or with equivalent total monthly emolument in the Purchase & Stores section.

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



Desirable skills:

Procurement of goods and services through GeM and other tender methods, local and imports, handling public tenders, contracts, AMCs, stores and inventory management, disposal of material followed in Central Government. Knowledge of Government Rules, GFR, knowledge of Accounts and General Administration etc.

Sr. No. 2. ADMINISTRATIVE ASSISTANT (B) (Accounts) - 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 Accounts/Purchase/General Admin/Establishment in a large and reputed organization.

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

Desirable Skills:

- Proficient in oral and written official correspondence.
- Proficient in computer skills (like MS Office, Spreadsheets, Google docs etc.) and with excellent interpersonal skills.
- Knowledge in Government Rules & Regulations

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.

Sr. No. 3. ADMINISTRATIVE ASSISTANT (B) (Academic Office) - 1 POST - OBC

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 Accounts/Purchase/General Admin/Establishment in a large and reputed organization.

Age - Maximum 36 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.
- Knowledge in Government Rules & Regulations



Sr. No. 4. 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 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. 5. 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. 6. 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.



General Information:

1. All the above posts are tenable at ICTS, Bangalore.
2. Post-qualification essential experience will be considered until the application deadline i.e 18 November 2024.
3. 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.
4. Selected candidates for all these posts are liable to be transferred to other Centers/Field Stations of the Institute, if required.
5. Selected candidates for the post of Tradesman may be required to work round-the-clock shift duties.
6. Higher starting salary could be considered for deserving candidates for all these posts.
7. Appointment for the above posts at Sr. Nos. 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.
8. Appointment for the above posts at Sr. Nos. 1, 2 & 3 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.
9. Prescribed age should not exceed as on **July 1, 2024** for the above posts.
10. 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].
11. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.

12. Applications from the candidates will be accepted ONLY ON-LINE:

- 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 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].

- b. 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.
13. 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.
 14. **Online applications must be submitted by 18 November 2024 and applications by post must reach Head Administration and Finance, ICTS-TIFR campus, Survey No. 151, Shivakote Village, Hesaraghatta Hobli, North Bangalore 560089 by 18 November 2024.** 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.
 15. The candidates are required to produce the following original documents with copies at the time of the recruitment process:
 - a. Printout of the 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 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.
 - e. Experience certificate/s.
 - f. Conduct certificates from two respectable persons
 - g. OBC certificate in the Government of India format.
 - h. 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.
 - 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.

- j. EWS candidates should submit a valid copy of the EWS certificate issued by the competent authority in the Government of India (GOI) format. The EWS 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 date of application. Acknowledgement receipt of submission of application for EWS certificate for the current financial year will also be accepted (If selected, the candidate has to submit the EWS certificate for the current financial year)

16. 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.
17. The prescribed Essential Qualifications are a bare minimum and mere possession of the same will not entitle the candidates to be called for appearing in the written test/ trade test / skill test etc. The Screening Committee will adopt its own criteria to shortlist the candidates for trade Written test/skill test etc. The Candidates should, therefore, furnish in the relevant field/column all the qualifications and experience that they have acquired over and above the minimum prescribed qualifications. Screening of applications is based on the basis of information furnished online. In case information furnished is false or no proper documentary evidence could be produced in support of information furnished online at the time of appearing for written test / skill test, such candidates will not be allowed to appear for test. The Candidates should, therefore, furnish the information for which they have proper documentary evidence.
18. 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.
19. 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.
20. The Institute reserves the right to conduct written tests, skill tests, interviews, etc. online/in-person.
21. Please click here to read and understand the recruitment guidelines.



Annexure I

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari.....son/daughter of
..... of Village/Townin District/
Divisionin the State/ Union Territory..... belongs to
the community which is recognised as a Backward Class under the Government of
India, Ministry of Social Justice and Empowerment’s Resolution No.
dated.....*. Shri/Smt./Kum.* and/or his/her
family ordinarily reside(s) in the.....District/Division of the
..... State/Union Territory. This is also to certify that he/she does not belong to the
persons/sections (Creamy layer) mentioned in column 3 of the Schedule to the Government of India, Department of
Personnel & Training OM No. 36012/22/93- Estt.(SCT) dated 8.9.1993 and modified vide Government of India,
Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017**.

DISTRICT MAGISTRATE
DY. COMMISSIONER ETC.

Date:

(Seal)

* The authority issuing the certificate may have to mention the details of the Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.



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