



**national centre for biological sciences  
tata institute of fundamental research**  
GKVK, Bellary Road, Bangalore - 560 065.

**Advertisement No. 01/2011**

## **SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWD)**

National Centre for Biological Sciences (NCBS) Tata Institute for Fundamental Research (TIFR) a premier research centre under the aegis of Department of Atomic Energy, Government of India, invites application from Persons with Disabilities (PWD) for the following post at NCBS, Bangalore.

### **1. Administrative Officer "G" - 1 (One) Post Reserved for Candidates with Locomotor Disability or Cerebral Palsy.**

#### **Qualification & Experience:**

- Essential:**
- First Class Degree preferably in Commerce with knowledge of use of personal computers and its applications.
  - 5 years service in PB : 2 Grade Pay 4200/4600/4800 level or equivalent grade.
  - Diploma in Management.
- Desirable:**
- Post Graduate Degree in Management with specialization in Personnel / Human Resources.
  - Experience in dealing with administrative and establishment matters viz. Government of India rules & procedures and its application in respect of establishment and service matters
  - Experience in formulating and implementation of Personnel & H.R. Policies in a Government of India organization.

**Scale of Pay:** PB 3 – Rs. 15600 – 39100/- Grade Pay: Rs. 5400/-

**Upper Age limit :** Below 45 years (50 years for SC/ST and 48 years for OBC)

(as on 1.1.2011)

To be eligible for concession/ benefits as a PWD the minimum disability has been prescribed as 40% . The candidates need to attach a copy of certificate from competent authority in the prescribed format, stating the nature and extent of disability.

Typed applications on plain paper in the following format with true copies of relevant certificates/testimonials and quoting the advertisement number and post applied for on the envelope should reach the Administrative Officer (Establishment), NCBS/ TIFR, GKVK, Bellary Road, Bangalore- 65, on or before July 02, 2011.

1. Full name
2. Address for Correspondence
3. Permanent Address
4. Nationality
5. Date of Birth
6. Whether belonging to SC/ST/OBC/ Ex-Servicemen, if so, give details and attach caste/tribe/OBC (non-creamy layer certificate from the competent authority)
7. Educational Qualifications with complete details
8. Experience with complete details
9. Names, Addresses, Telephone Numbers, Fax Number and Email Address of two Professional Referees ( one must be a Direct Supervisor) who have supervised your work in the recent past (attach conduct certificates from them)
10. Scale of pay and Basic pay drawn with details of allowances
11. Any other relevant information.

The post is tenable at Bangalore but are liable to be transferred to the Institute's headquarters at Mumbai or any other field Stations. Those working in Govt./Semi Govt./Public Sector Undertaking should apply Through Proper Channel. Age will be relaxed for SC/ST/OBC/Ex-Servicemen candidates as per Institute Rules. Only those called for interview will be informed of the results and no interim correspondence of any kind will be entertained.

The selected candidate will be initially appointed on probation for a period of one year. Depending upon the performance of the selected candidates, the candidate may be offered continuing appointment. The selected candidate shall be required to join immediately. Higher starting salary can be considered for candidates with outstanding track record and experience in relevant field.

The Institute reserves the right to relax the qualification and experience in deserving cases, reject or accept any application, call limited number of candidates for test/interview, offer lower post or not fill up the post at its discretion.

**Head, Administration & Finance**