

Advertisement No. 03/2011

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 for the following posts at NCBS, Bangalore.

I. Administrative Assistant (B):- 1(One) Post- Reserved for OBC.

Qualification & Experience:

- Essential:**
- Graduate with 55% marks with knowledge of use of personal computers and its applications.
 - 5(Five) years experience in establishment/accounts/ purchase & stores field in a large and reputed organization.

- Desirable:**
- Good communication and drafting skills in English.
 - Experience in work related to preparation of paybills, materials / inventory management & maintenance of accounts upto drawal of final accounts in ERP package.

Pay Band & Grade Pay: PB-2 -Rs. 9300 – 34800/- Grade Pay: Rs. 4200/-

Upper Age limit : 33 years (including relaxation)

(as on 1.1.2011)

II. Clerk (A) :- 3 (Three) One Post Unreserved and One Post each Reserved for SC & OBC.

Qualification & Experience:

- Essential :**
- Graduate with 50% marks with knowledge of use of personal computers and its applications.
 - Typing speed of more than 35 wpm.
 - 1 (One) year experience as a Clerk in administrative matters and correspondence in a large and reputed organization

- Desirable:**
- Degree in Commerce or Diploma in Management
 - Good communication and drafting skills in English.
 - Knowledge of shorthand with minimum speed of 120 wpm.

Pay Band & Grade Pay: PB- 1 -Rs. 5200 – 20,200/- Grade Pay: Rs. 2000/-

Upper Age limit : 28 years (33 years for SC & 31 years for OBC candidates.)

(as on 1.1.2011)

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.

- Full name
- Address for Correspondence
- Permanent Address
- Nationality
- Date of Birth
- 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)
- Educational Qualifications with complete details
- Experience with complete details
- 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)
- Scale of pay and Basic pay drawn with details of allowances
- Any other relevant information.

The posts are 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.