



National Centre for Radio Astrophysics

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

Post Bag 3, Ganeshkhind, S. P. Pune University Campus, Pune 411007

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Recruitment Advertisement no. 2024/5

The National Centre for Radio Astrophysics, Pune [NCRA] of the Tata Institute of Fundamental Research [TIFR] (an autonomous institute under the umbrella of the Department of Atomic Energy of the Government of India) is an internationally reputed research institute. NCRA–TIFR is located inside the Savitribai Phule Pune University Campus. Facilities operated by NCRA-TIFR include, the Ooty Radio Telescope (ORT), Ooty and the Giant Metrewave Radio Telescope (GMRT) located about 80 KM north of Pune, GMRT is the world's largest radio telescope at metre wavelengths. NCRA is on the lookout for suitably qualified candidates for the following positions at RAC Ooty:

Sr	Post Name	HQ	No. of Posts	Reservations						Max Age	Pay Level/ Pay Stage	TME (Rs.)
				UR	SC	ST	OBC	PwBD	EWS			
1	Technical Assistant-B (Elex)	Ooty	1						1	28	06/01	58,986/-
2	Scientific Assistant-B (Elex/Computers)	Ooty	1			1				33	06/01	58,986/-
3	Laboratory Assistant-B [Elex]	Ooty	1				1			31	03/01	37,203/-
4	Tradesman-B(Electrical)	Ooty	1						1	28	03/01	37,203/-
5	Tradesman-B(Elex)	Ooty	1				1			31	03/01	37,203/-
6	Driver (B)	Ooty	1			1				35	02/01	32,991/-
7	Clerk (A)	Ooty	1			1				33	03/01	37,203/-
8	Work Assistant	Ooty	1		1					33	01/01	29,970/-
9	Work Assistant	Ooty	1				1			31	01/01	29,970/-
10	Work Assistant	Ooty	1						1	28	01/01	29,970/-
11	Security Guard	Ooty	1				1			31	01/01	29,970/-
12	Security Guard	Ooty	1						1	28	01/01	29,970/-

Abbreviations: UR – Unreserved; OBC – Other Backward Classes; SC- Scheduled Caste; PwBD - Persons with Benchmark Disability (OH – Orthopedically Handicapped; HH – Hearing Handicapped); TME - Total Monthly Emoluments.

1. TECHNICAL ASSISTANT-B (ELECTRONICS [1 Posts; EWS; HQ: Ooty])

[Pay Level: 06; Pay Stage: 01; TME: Rs. 58,986/-]

Essential Qualification:

(a) Full Time B.Sc. in Electronics from a recognized University/Institute with aggregate of 60% marks.

OR

(a) Full time Diploma in Electronics Engineering from a recognized University/Institute with aggregate of 60% marks.

(b) Knowledge of use of personal computers and its applications.

Essential Experience:

2 years' experience as per the requirement of the Section / Department.

Desirable:

CAD tool for PCB designing, knowledge of circuit simulation using Workbench/Circuit maker or equivalent software.

Age:

Maximum 28 years (Age relaxation given as per Rule)

2. SCIENTIFIC ASSISTANT-B (ELECTRONICS/COMPUTERS) [1 Post; ST; HQ: Ooty]

[Pay Level: 06; Pay Stage: 01; TME: Rs. 58,986/-]

Essential Qualification:

- (a) Full time B.Sc (Computer Science/ Electronics/ DERE) with aggregate 60% marks from a recognized University/ Institute
- OR
- (a) Diploma in Computer Engineering with aggregate 60% marks from a recognized University/ Institute.
- (b) Knowledge of use of personal computers and its applications.
- (c) Post requires shift duty.

Essential Experience:

2 years' experience in a reputed organization.

Desirable:

Experience in computer and network system trouble shooting.

Nature of job:

Providing assistance in installation and maintenance of computer, network equipment, network wiring including identification and rectification of simple hardware faults.

Age:

Maximum 33 years (Age relaxation given as per Rule)

3. LABORATORY ASSISTANT -B (ELECTRONICS) [1 Post, OBC; HQ: Ooty]

[Pay Level: 03; Pay Stage: 01; TME: Rs. 37,203/-]

Essential Qualification and Experience:

- (a) Full Time H.S.C. with 60% (Central/State Board Examinations)
- (b) Two-year experience in Laboratory
- OR
- (a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electronics or equivalent.
- (b) Two years' experience in electronics lab of a reputed organisation.
- OR
- (a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electronics or equivalent.
- (b) 1-year experience in electronics lab of a reputed organisation.

Desirable:

SMD soldering for RF circuits, testing and installation of electronic circuits, knowledge of how to use CRO/DSO.

Age:

Maximum 31 years (Age relaxation given as per Rule)

4. TRADESMAN-B (ELECTRICAL) [1 Post, EWS; HQ: Ooty]

[Pay Level: 03; Pay Stage: 01; TME: Rs. 37,203/-]

Essential Qualification and Experience:

- (a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical or equivalent discipline.
- (b) Two years' experience
- OR
- (a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical or equivalent trade.
- (b) 1-year experience in relevant field.

Desirable:

Electrical B license (*Compulsory to upload in the document*)

Age:

Maximum 28 years (Age relaxation given as per Rule)

5. TRADESMAN-B (ELECTRONICS) [1 Post, OBC; HQ: Ooty]

[Pay Level: 03; Pay Stage: 01; TME: Rs. 37,203/-]

Essential Qualification:

- (a) Passed S.S.C. OR Equivalent (Central/State Board Examinations)
- (b) ITI (Electronics) with minimum 60% marks

Experience:

Either (i) 2 years or (ii) NCTVT with 1 year experience in a reputed organization

Desirable:

Wiring and testing of Radio Frequency/Digital Electronics System.

Age:

Maximum 31 years (Age relaxation given as per Rule)

6. DRIVER-B [1 Post; ST; HQ: Ooty]

[Pay Level:02; Pay Stage:01; TME: Rs. 32,991/-]

Essential Qualification:

- (a) Passed S.S.C. or Equivalent (Central/State Board Examinations).
- (b) Valid license for driving appropriate vehicle as per requirement. (*Compulsory to upload in the document*)

Essential Experience:

Minimum 3 years of accident-free experience of driving heavy passenger motor vehicles in large cities.

Physical Fitness

- (a) **Male:** Height not less than 165cms; Chest 80-85 CMS, Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
- (b) **Female:** Height not less than 157 cms; Chest [Not applicable] Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition. (Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

Desirable:

(i) First-aid certificate (ii) Preliminary / primary knowledge of vehicle inspection, trouble shooting and minor repairs (iii) Bus batch (iv) Experience in driving all vehicles including Bus.

Age:

Maximum 35 years. (Age relaxation given as per Rule).

7. CLERK-A (GENERAL ADMIN.) [1 Post; ST; HQ: Ooty]

[Pay Level:03; Pay Stage:01; TME: Rs. 37,203/-]

Essential Qualification:

- (a) Graduate from a recognised University /Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.

Essential Experience:

Minimum 1-year experience in clerical duties and correspondence in large and reputed organization.

Desirable:

Candidates with better typing skills and computer proficiency, knowledge of Central Govt. rules and procedures may be given preference.

Job Description:

General Administration section work experience, such as lesioning work with state govt offices, transport and guesthouse/hostel related work knowledge, etc.

Age:

Maximum 33 years (Age relaxation given as per Rule).

8. WORK ASSISTANT [1 Posts, SC; HQ: Ooty]

[Pay Level: 01; Pay Stage: 01; TME: Rs. 29,970/-]

Essential Qualification:

(a) Passed S.S.C. OR Equivalent (Central/State Board Examinations)

Essential Experience:

One-year experience in day to day Office works such as photocopy operation, Dispatch, Postal/bank work

Desirable:

(a) Knowledge of computers

Age:

Maximum 33 years. (Age relaxation given as per Rule).

9. WORK ASSISTANT [1 Posts, OBC; HQ: Ooty]

[Pay Level: 01; Pay Stage: 01; TME: Rs. 29,970/-]

Essential Qualification:

(a) Passed S.S.C. OR Equivalent from a recognized Board

Essential Experience:

One-year experience in gardening and agricultural work necessary to an organization.

Desirable:

Upkeep garden area of Office and maintaining agricultural aspects of office.

Age:

Maximum 31 years. (Age relaxation given as per Rule).

10. WORK ASSISTANT [1 Posts, EWS; HQ: Ooty]

[Pay Level: 01; Pay Stage: 01; TME: Rs. 29,970/-]

Essential Qualification:

(a) Passed S.S.C. OR Equivalent from a recognized Board

Essential Experience:

One-year experience in day to day Office works such as photocopy operation, Dispatch, Postal/bank work

Desirable:

(a) Knowledge of computers

Age:

Maximum 28 years. (Age relaxation given as per Rule).

11. SECURITY GUARD [1 Post, 1-OBC; HQ: Ooty]

[Pay Level:01; Pay Stage:01; TME: Rs. 29,970/-]

Essential Qualification:

(a) Passed S.S.C. OR Equivalent (Central/State Board Examinations)

(b) Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard
(This clause is not applicable to candidates from Defence /CAPF)

(c) Knowledge of use of personal computers and applications

Essential Experience:

Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization.

Physical Fitness

(a) **Male** - **Height** not less than **165cms**; **Chest** 80-85 cms; **Weight**: corresponding to height and age as per medical standard. **Eye sight**: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

(b) **Female** - **Height** not less than **157cms**; **Chest** [Not applicable]; **Weight**: corresponding to height and age as per medical standard. **Eye sight**: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

Physical Efficiency Test

(a) Running Fitness for male candidates: 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks.

- (b) Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females: 100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on smooth and straight running tracks.
- (c) Shot put (except females) (7.26 kgs) 4.5 mts.
- (d) Chin ups except females: Up to 30 years: 08-09 numbers; 30-40 years: 05-06 numbers;
- (e) Push-ups except females: 40-45 years: 16-17 numbers; Above 45 years: 12-13 numbers;
- (f) Sit ups except females: Up to 30 years: 25 – 29 numbers; 30-40 years: 20-24 numbers; 40-45 years: 15-19 numbers; Above 45 years: 10-14 numbers.

Desirable:

Note: Ex-servicemen, Military Service personnel and CAPF personnel with 3 years' experience will be considered for the Pay Level 2. Ex-servicemen, Military Service personnel and CAPF personnel with 10 years' experience or more can be considered for higher Pay Level 3.
(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

Job Description:

Security at antenna site. To work in 3 shifts.

Age:

Maximum 31 years (Age relaxation given as per Rule).

12. SECURITY GUARD [1 Post, 1-EWS; HQ: Ooty]

[Pay Level:01; Pay Stage:01; TME: Rs. 29,970/-]

Essential Qualification:

- (a) S.S.C OR Equivalent (Central/State Board Examinations)
- (b) Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard
(This clause is not applicable to candidates from Defence /CAPF)
- (c) Knowledge of use of personal computers and applications

Essential Experience:

Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization.

Physical Fitness

- (a) **Male** - Height not less than 165cms; Chest 80-85 cms; Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
- (b) **Female** - Height not less than 157cms; Chest [Not applicable]; Weight: corresponding to height and age as per medical standard. Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

Physical Efficiency Test

- (a) Running Fitness for male candidates: 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks.
- (b) Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females: 100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on smooth and straight running tracks.
- (c) Shot put (except females) (7.26 kgs) 4.5 mts.
- (d) Chin ups except females: Up to 30 years: 08-09 numbers; 30-40 years: 05-06 numbers;
- (e) Push-ups except females: 40-45 years: 16-17 numbers; Above 45 years: 12-13 numbers;
- (f) Sit ups except females: Up to 30 years: 25 – 29 numbers; 30-40 years: 20-24 numbers; 40-45 years: 15-19 numbers; Above 45 years: 10-14 numbers.

Desirable:

Note: Ex-servicemen, Military Service personnel and CAPF personnel with 3 years' experience will be considered for the Pay Level 2. Ex-servicemen, Military Service personnel and CAPF personnel with 10 years' experience or more can be considered for higher Pay Level 3.
(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

Job Description:

Security at antenna site. To work in 3 shifts.

Age:

Maximum 28 years (Age relaxation given as per Rule).

NOTE/GENERAL INSTRUCTIONS:

- 1) HQ mentioned is for the present. All the above posts are transferable within NCRA campuses i.e. Pune, Khodad & Ooty.
- 2) Candidates will be required to work in shifts/ beyond office hours and on Saturdays, Sundays and holidays, as per the exigencies of the Centre.
- 3) The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of the qualifications and experience prescribed in the advertisement.
- 4) Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for the recruitment process.
- 5) The Institute reserves the right not to fill the post herein advertised. Canvassing in any form shall disqualify the candidate.

ESSENTIAL EXPERIENCE:

1. Post qualification experience in the relevant field.

LAST DATE:

1. Last date for receipt of the applications is *21 July 2024*. Age, Qualification & experience will be reckoned as on *1-Jan-2024*.

HOW TO APPLY:

1. Candidates are encouraged to apply on-line at <https://tinyurl.com/ncrajob2024>.
2. Those who cannot apply online, can submit hard copy in the prescribed format, in a sealed cover superscribing the post applied for on the envelope and forward to the Administrative Officer, NCRA-TIFR, Post Bag 3, Ganeshkhind, Savitribai Phule Pune University Campus, Pune 411007.
3. Applications received online/by post after the last date will not be considered.
4. For details such as advertisement, application format, experience etc., visit at <https://tinyurl.com/ncrajob2024>.

SELECTION PROCEDURE:

[Please click here to read and understand the selection procedures.](#)

Please note that the detailed advertisement published on the NCRA website is final and candidates are encouraged to go through the website for any updates from time to time.

In case of any difficulty in making online application please send email describing the difficulty to estt@ncra.tifr.res.in