



National Centre for Radio Astrophysics

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

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Recruitment Advertisement no. 2024/4

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:

Sr	Post Name	HQ	No. of Posts	Reservations						Max Age	Pay Level/ Pay Stage	TME (Rs.)
				UR	SC	ST	OBC	PwBD	EWS			
1	Tech Asst-B (Elex)	Khd	1					1(VH)	1	38	06/01	58,986/-
2	Lab Asst-B (Elex)	Khd	1						1	28	03/01	37,203/-
3	Tradesman-B (Machinist)	Pune	1	1						28	03/01	43,809/-
4	Administrative Assistant-B	Pune	1	1						33	06/01	68,058/-
5	Administrative Assistant-B	Khd	1	1						33	06/01	58,986/-
6	Clerk (A)	Pune	1	1						28	03/01	43,809/-
7	Clerk (A)	Pune	1		1					33	03/01	43,809/-
8	Clerk (A)	Pune	1				1			31	03/01	43,809/-
9	Clerk (A)	Pune	1						1	28	03/01	43,809/-
10	Clerk (A)	Khd	1				1			31	03/01	37,203/-
11	Driver (B)	Pune	3	3						30	02/01	37,248/-
12	Driver (B)	Pune	1		1					35	02/01	37,248/-
13	Driver (B)	Khd	1	1						30	02/01	32,991/-
14	Driver (B)	Khd	2				2			33	02/01	32,991/-
15	Driver (B)	Khd	1						1	30	02/01	32,991/-
16	Cook (B)	Khd	1	1						30	02/01	32,991/-
17	Security Guard	Khd	1	1						28	01/01	29,970/-
18	Security Guard	Khd	3				3			31	01/01	29,970/-
19	Security Guard	Khd	2						2	28	01/01	29,970/-
20	Work Assistant	Khd	1	1						28	01/01	29,970/-
21	Work Assistant	Khd	1		1					33	01/01	29,970/-
22	Work Assistant	Khd	1				1			31	01/01	29,970/-
23	Work Assistant	Khd	1				1			31	01/01	29,970/-
24	Work Assistant	Pune	1				1	1(HH)		41	01/01	33,885/-
25	Work Assistant	Pune	1				1			31	01/01	33,885/-
26	Work Assistant	Pune	1				1			31	01/01	33,885/-
27	Work Assistant	Pune	1						1	28	01/01	33,885/-

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

1. TECHNICAL ASSISTANT -B (ELECTRONICS) [1 Posts; EWS+PwBD (VH); HQ: Khodad]

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

Essential Qualification:

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

OR

(a) Full Time Diploma in Electronics / Computers 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 in electronics lab of a reputed organisation.

Desirable:

Knowledge of Electronics Test, PCBs.

Job Description:

Design, maintain and operate electronic equipment at Electronics Laboratory and at field, antenna structure. Working in RF/ Communication / Electronics Labs.

Age:

Maximum 38 years (Age relaxation given as per Rule)

2. LABORATORY ASSISTANT -B (ELECTRONICS) [1 Post; EWS; HQ: Khodad]

[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) OR equivalent in electronics.

(b) Two years' experience in electronics lab of a reputed organization.

OR

(a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) OR equivalent in electronics.

(b) One-year experience in electronics lab of a reputed organization.

Desirable Experience:

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

Age:

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

3. TRADESMAN-B (MACHINIST) [1 Post; UR; HQ: Pune]

[Pay Level:03; Pay Stage:01; TME: Rs. 43,809/-]

Essential Qualification and Experience:

(a) ITI/National Trade Certificate (NTC) with aggregate of 60% marks awarded by National Council of Vocational Training (NCVT) in Machinist trade.

(b) Two years' experience.

OR

(a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Machinist trade.

(b) One year in reputed workshop/organization in fabrication, operation and maintenance of workshop machinery.

Age:

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

4. ADMINISTRATIVE ASSISTANT-B (ESTABLISHMENT) [1 Post; UR; HQ: Pune]

[Pay Level:06; Pay Stage:01; TME: Rs. 68,058/-]

Essential Qualification:

- (a) Graduate from a recognised University /Institute with aggregate of 55% marks.
- (b) Proficiency in word processing/data base/accounting procedures.

Essential Experience:

5 years' experience in Establishment/HR section in a large and reputed organization.

Desirable:

Knowledge of Central Govt. rules, CCS rules, FR-SR, Service rule, etc.

Job Description:

Manpower planning, Rosters, Leaves, LTC, Pay Fixation, Conduct rules and other service related works, etc.

Age:

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

5. ADMINISTRATIVE ASSISTANT-B (GENERAL ADMIN.) [1 Post; UR; HQ: Khodad]

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

Essential Qualification:

- (a) Graduate from a recognised University /Institute with aggregate of 55% marks.
- (b) Proficiency in word processing/data base/accounting procedures.

Essential Experience:

5 years' experience as assistant in General Administration section, drafting, typing, and other administrative works, etc. in a large and reputed organisation.

Desirable:

Knowledge of Central Govt. rules, GFR, Services, Contracts, procurement, central government and State government office procedural knowledge, event management, Transport/RTO works, Good Communications and drafting skills in English etc.

Job Description:

Maintaining various registers, RTO works, contract manpower, supervising various upkeep and maintenance works, organising and servicing meetings co-ordination with other sections etc.

Age:

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

6. CLERK-A (ESTABLISHMENT) [1 Post; 1-UR HQ: Pune]

[Pay Level:03; Pay Stage:01; TME: Rs. 43,809/-]

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 especially MS Office – 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:

Experience in establishment/HR section and related work etc.

Age:

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

7. CLERK-A (PURCHASE & STORE) [1 Post; 1-SC; HQ: Pune]

[Pay Level:03; Pay Stage:01; TME: Rs. 43,809/-]

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 especially MS Office – 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 GFR and Central Govt. rules, Knowledge of GeM, CPPP and procedures may be given preference.

Job Description:

Work experience in Purchase and Store, send purchase enquiries, prepare comparative statements, contracts and services, AMC, etc. Work in GeM Portal, CPPP portal, Knowledge of Import and export, Custom clearance, dealing with contractors for security, housekeeping and canteen, making transport and travel arrangements, medical bills, Guesthouse bills, bill processing, Maintain the asset registers, stock registers, disposal of various items etc.

Age:

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

8. CLERK-A (ACCOUNTS) [1 Post; 1-OBC; HQ: Pune]

[Pay Level:03; Pay Stage:01; TME: Rs. 43,809/-]

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 especially MS Office – 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 Commerce Graduate with better typing skills, computer proficiency, knowledge of GFR, accounting of Central Govt. rules & procedures, PFMS portal work knowledge, ERP software knowledge of accounting may be given preference.

Job Description:

Experience in Preferred in Accounts section handling areas of maintenance of accounts, cash book, handling of cash, submitting and filling of online Income Tax TDS, GST, Profession Tax returns, preparing of Bank Reconciliation statements of large organisations, PFMS portal knowledge and working experience.

Age:

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

9. CLERK-A (GENERAL ADMINISTRATION) [1 Post; 1-EWS HQ: Pune]

[Pay Level:03; Pay Stage:01; TME: Rs. 43,809/-]

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 especially MS Office – 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:

Knowledge of Central Govt. rules, Services and Contracts, procurement, central government and State government office procedural knowledge, Transport/RTO works, Good Communications and drafting skills in English etc.

Job Description:

Maintaining various registers, RTO works, contract manpower, upkeep and maintenance works, organizing meetings co-ordination with other sections etc.

Age:

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

10. CLERK-A (ACCOUNTS) [1 Post; 1-OBC; HQ: Khodad]

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

Essential Qualification:

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

Essential Experience:

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

Job Description:

Experience in Preferred in Accounts section handling areas of maintenance of accounts, cash book, handling of cash, submitting and filling of online Income Tax TDS, GST, Profession Tax returns, preparing of Bank Reconciliation statements of large organisations

Age:

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

11. DRIVER-B [3 Post; 3-UR; HQ: Pune]

[Pay Level:02; Pay Stage:01; TME: Rs. 37,248/-]

Essential Qualification:

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

Essential Experience:

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

Physical Fitness

- 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.
- 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:

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

Age:

Maximum 30 years. (Age relaxation given as per Rule).

12. DRIVER-B [1 Post; 1-SC; HQ: Pune]

[Pay Level:02; Pay Stage:01; TME: Rs. 37,248/-]

Essential Qualification:

- Passed S.S.C. or Equivalent (Central/State Board Examinations).
- 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

- 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.
- 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).

13. DRIVER-B [1 Post; 1-UR; HQ: Khodad]

[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 30 years. (Age relaxation given as per Rule).

14. DRIVER-B [2 Post; 2-OBC; HQ: Khodad]

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

15. DRIVER-B [1 Post; 1-EWS; HQ: Khodad]

[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 30 years. (Age relaxation given as per Rule).

16. COOK - B [1 Post, UR; HQ: Khodad]

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

Essential Qualification:

- (a) Passed S.S.C. OR Equivalent (Central/State Board Examinations).
(b) Certificate Course in cooking from a recognised Institute (minimum six months course)

Essential Experience:

Minimum 3 years' in a good restaurant kitchen. Cooking all types of dishes in any hotel or canteen.

Desirable:

Work experience in reputed 3, 4, & 5 Star Hotel as a Cook. Cooking all kinds of Maharashtrian, South Indian, Punjabi, Chinese, Continental dishes, snacks & meal items. Incumbent will work in shift duties with staggering offs

Age:

Maximum 30 years (Age relaxation given as per Rule).

17. SECURITY GUARD [1 Post, 1-UR; HQ: Khodad]

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

18. SECURITY GUARD [3 Post, 3-OBC; HQ: Khodad]

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

Essential Qualification:

- Passed S.S.C OR Equivalent (Central/State Board Examinations)
- Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard
(This clause is not applicable to candidates from Defence /CAPF)
- 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

- 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.
- 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

- 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.
- 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.
- Shot put (except females) (7.26 kgs) 4.5 mts.
- Chin ups except females: Up to 30 years: 08-09 numbers; 30-40 years: 05-06 numbers;
- Push-ups except females: 40-45 years: 16-17 numbers; Above 45 years: 12-13 numbers;
- 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).

19. SECURITY GUARD [2 Post, 2-EWS; HQ: Khodad]

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

Essential Qualification:

- Passed S.S.C OR Equivalent (Central/State Board Examinations)
- Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard
(This clause is not applicable to candidates from Defence /CAPF)
- 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

- 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).

20. WORK ASSISTANT [1 Post, UR; HQ: Khodad]

[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 gardening and agricultural work necessary to an organization.

Desirable:

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

Age:

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

21. WORK ASSISTANT [1 Post, SC; HQ: Khodad]

[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).

22. WORK ASSISTANT [1 Post, OBC; HQ: Khodad]

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

23. WORK ASSISTANT [1 Post, OBC; HQ: Khodad]

[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 work in Cosmetic/Housekeeping maintenance supervision.

Desirable:

(a) Knowledge of computers

Age:

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

24. WORK ASSISTANT [1 Post, OBC+PwBD(HH); HQ: Pune]

[Pay Level:01; Pay Stage:01; TME: Rs. 33,885/-]

Essential Qualification:

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

(b) Knowledge of computers

Essential Experience:

Minimum 1 years' experience in computer/electronics/CCTV maintenance activities in reputed institutions/organization.

Desirable:

Experience of maintenance in area upkeep and maintenance Computer and CCTV etc

Age:

Maximum 41 years (Age relaxation given as per Rule).

25. WORK ASSISTANT [1 Post, OBC; HQ: Pune]

[Pay Level:01; Pay Stage:01; TME: Rs. 33,885/-]

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 31 years (Age relaxation given as per Rule).

26. WORK ASSISTANT [1 Post, OBC; HQ: Pune]

[Pay Level:01; Pay Stage:01; TME: Rs. 33,885/-]

Essential Qualification:

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

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).

27. WORK ASSISTANT [1 Post, EWS; HQ: Pune]

[Pay Level:01; Pay Stage:01; TME: Rs. 33,885/-]

Essential Qualification:

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

Essential Experience:

One-year experience in day to day work in Cosmetic/Housekeeping maintenance supervision

Desirable:

(a) Knowledge of computers

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.
- 6) Canvassing in any form shall disqualify the candidate.

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 super scribing 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