



**Advertisement No.:** ICTS-Notice-2021/01

Date: 06 March 2021

### **Recruitment for the post of Project Scientific Officer**

The International Centre for Theoretical Sciences (ICTS) of the Tata Institute of Fundamental Research (TIFR), a premier research centre (an Autonomous, Grant-in-Aid Institution of the Department of Atomic Energy, Government of India and a Deemed University) is looking for a highly motivated and self-driven individual for the mentioned post under the unreserved category at its Bengaluru Campus. The required details are given below:

#### **Post: Project Scientific Officer - Academic Office**

#### **Essential Qualifications & Experience:**

- a) Full Time Masters degree in Science (with aggregate of 60% marks) from a recognized university/institute in relevant subject/discipline.  
OR  
Full time Degree in Engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute in relevant subject/discipline.
- (b) Minimum 3 years of experience in a similar job profile.

#### **Age - Maximum 28 years (Age relaxation as per rules)**

#### **Job Profile:**

This job involves providing administrative support related tasks of the Centre. This broadly includes the following functions:-

- Managing the graduate admissions, resource planning, academic affairs i.e. monitoring coursework, academic progress, TMC, Ph.D. registration, synopsis, thesis, defence, extensions and implementing rules
- Liaising with University Cell, SBP, SBM, DAE, PRO's office, local institutes
- Managing SNBhatt, LTVSP, postdoc program, special lectures
- Monitoring visitors' program, seminars and colloquia, troubleshooting, preparing reports, maintaining PDF archive, database management, handling recruitment of academic office
- Any other task assigned by the Centre Director

**No of post(s):** 01

**Consolidated Monthly Emoluments:** 75,500/-



### **General Information:**

1. This post is tenable at ICTS, Bangalore
2. Prescribed age should not exceed as on **January 1, 2021** for the above post.
3. Appointment for the above post will be initially for one year which may be extended depending upon the individual's performance and the requirements of the Centre. The selected candidate(s) will be required to join immediately.
4. Interested candidates should **Apply Online** and submit their application latest by **21 March 2021**. Please keep the scanned copies of the following documents before applying online.
  - a. Identity Proof (Adhar Card / Election Card / PAN Card / Passport / Driving License).
  - b. Date of birth/ Proof of age.
  - c. Educational Qualification (all mark sheets and certificates).
  - d. Experience certificate/s.
  - e. Candidates applying for above posts and who are eligible for further age relaxation as per extant TIFR or GOI rules are required to submit a copy of the relevant certificate in support of age relaxation (for example ex-servicemen, persons with benchmark disabilities etc.)
  - f. SC, ST and OBC candidates applying for unreserved posts are not eligible for age relaxation except ExSM/PwD
5. The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications and experience will not entitle an applicant to be called for the recruitment process. More vacancies may also be filled through this advertisement. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form shall disqualify the candidate.
6. 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.
7. Queries related ONLY to problems occurring while applying online may be sent to [recruitment@icts.res.in](mailto:recruitment@icts.res.in) mentioning your name, mobile number and the technical problem in the email.