

Advt No.19/2025 dated 21st July 2025: Appointment for the post of Clerk (A) - Unreserved on permanent basis

Tata Institute of Fundamental Research (TIFR), an Autonomous Institute under the aegis of the Department of Atomic Energy (DAE), Government of India and is also a Deemed University, mainly awarding degrees for doctoral programs.

The National Centre for Biological Sciences (NCBS) is a Centre of the Tata Institute of Fundamental Research is looking for an appointment for the post of Clerk (A) on a permanent basis. Applications are invited from the eligible Indian Nationals.

Name of the Post: Clerk (A) - Unreserved

Post Code: ADM02

Qualification & Experience:

- (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.
- (d) Minimum 1 year' post-qualification relevant experience in clerical duties and correspondence in large and reputed organization.

Desirable: Candidate should have experience in Establishment / Accounts / General Administration /Purchase / Academic office / Handling Conferences / Meetings. Knowledge of MS Word, Excel, PowerPoint, and other MS Office applications. Possess basic knowledge of Government rules and regulations related to Establishment and service matters. Drafting skills in English are highly preferable.

No of position: 5

Age: Maximum 28 years as on 1st July 2025.

Level in Pay Matrix: Level 3 (Stage-1) Basic Pay: Rs. 21,700/- + allowances as per Central Government norms.

Selection Method: Written Test / Skill Test.

The Last date for receipt of ONLINE applications is 15th August 2025.

Application Fee (Only Online):

Exemption from Payment of Application Fee: As per the prevailing guidelines of the Government of India, Scheduled Caste/Scheduled Tribe, Persons with Benchmark Disabilities (PwBD), ex-servicemen and women candidates are exempted from the Application Fees. Supporting certificates should be uploaded a valid Caste/Service Certificate/Disability certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected.

Payment of Application Fee: Fee for other than exempted categories application fee of **Rs.500/-** is to be paid online through Credit Card/Debit Card/Net Banking. Application Fees paid by the candidates who have not submitted their application or whose application is not shortlisted will not be refunded. All applicable service charges, bank charges etc. shall be borne by the applicants only. Without a deposit of application fees, the application would not be processed. After remitting the application fees to the bank account, **the payment reference number is to be mentioned in the online application form.** The bank details for remittance of above amount is provided below:

Account Holder Name	NATIONAL CENTRE FOR BIOLOGICAL SCIENCES
Account Number	50200035850901
IFSC Code	HDFC0004839
Bank Name	HDFC BANK
Branch Name	AMRUTHAHALLI BRANCH, BANGALORE
Branch Code	004839
Account Type	GOVERNMENT CURRENT ACCOUNT
MICR Number	560240154

General Information:

1. The appointment to the above posts shall be made with probation of one (1) year from the date of joining. After the closure of the probationary period, a continuing appointment shall be given subject to a review of performance.
2. The selected candidate shall be required to join immediately. The institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.
3. The work experience gained after acquiring essential qualifications shall only be considered. Education/Experience claimed in the application but not substantiated by documents shall not be taken into account /considered.
4. Mere fulfillment of the minimum qualification and experience will not vest any right on a candidate(s) for being called for a written test / skill test /Group Discussion/Interaction/Interview etc. The decision of the Institute in all matters will be final.
5. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria, etc., may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted

provisionally. The candidates are advised to go through the requirements of educational qualifications, age, etc. and satisfy themselves that they are eligible as per the advertisement before applying, otherwise their candidature will be cancelled at any stage, if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the Institute.

6. The Selection process may consist Written test and skill test/ job oriented practical test. Any change in the recruitment process will be intimated to the candidates in advance. The institute reserves the right not to fill the above posts herein advertised in case suitable candidates are not found.

7. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.

8. The Institute reserves the right to increase or decrease the no. of posts to be filled or not to make any recruitment to any post(s), to shortlist candidates for written test and/or interviews and to accept or reject any application or not to offer the appointment without assigning any reason.

9. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any / all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening / selection, conduct of test / interview, shall be final and binding on the candidate(s).

10. The Institute reserves the right to enhance the criteria of shortlisting over and above the essential and desirable qualification and experience advertised, to optimize the number of candidate(s) to be called for test / interview. Therefore, candidate(s) should mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.

11. The Institute may offer appointments on contract or on deputation basis for the posts notified on Direct Recruitment in the interest of the institute and based on suitability of the candidate. The contract may be as pure Term Contract with specified Tenure on consolidated Pay or on Pay Scale.

12. The posts are tenable at Bangalore but are liable to be transferred if the need arises to the Institute's headquarters or other Centres and Field Stations.

13. If you are working in a Govt./ Semi Govt. /Public Sector undertaking and your application have not been forwarded through proper channel, you are required to bring a No Objection Certificate from your present employer during the time of the Written Test, failing which you may not be allowed for the recruitment process.

14. Prescribed age should not exceed as on 1 July 2025 for the above posts.

15. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by this Directorate for determining the age and no subsequent request for change will be considered or granted.
16. The age relaxations and reservation, wherever applicable shall be as per existing Central Government rules. Candidate(s) seeking such age relaxation and benefits must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders and possess certificates in the format prescribed by Govt. of India.
17. Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in Ex-SM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self- declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
18. Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, where not specified otherwise, will be the closing date for receipt of online applications.
19. The selected candidate for the above post will be governed by the National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].
20. Incomplete applications without uploading the supporting documents in support of their Educational qualification with marks, Date of Birth, Caste Certificate, Experience certificate along with pay drawn, etc. shall not be considered.
21. Certificate in support of experience should be in proper format i.e., it should be on the organization's letterhead, bear the date of issue, duration of engagement, pay scale / Last Pay, nature of work handled, name and designation of the issuing authority along with his/her signature. Pay slips/Office orders/Appointment orders or any other documents issued by the competent authority of the employers may also be considered as proof of Experience as per Institute discretion and provided it establishes the fulfilment of prescribed criteria like nature of employment, position, nature of work, pay levels unambiguously.
22. No TA/DA will be admissible for the candidates who appear for written test / trade test / Skill test/interview etc. unless otherwise mentioned in the call letters.
23. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding. Further, in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify /withdraw / cancel any communication made to the candidate(s).

24. In case of any dispute, decision of the Centre Director, NCBS, shall be final.
25. The Institute strives to have a workplace where there is equality of diversity and candidates of all class, caste, gender and religion are encouraged to apply. Women candidate(s) and transgenders are encouraged to apply.
26. Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Bangalore. Canvassing in any form and / or bringing any influence, political or otherwise, will be treated as a disqualification for the post applied for.
27. All correspondence from the Institute to the candidate(s) shall be made exclusively by way of email in the ID provided by the candidate(s). Therefore, candidate(s) are requested to retain the email-ID and check it regularly. The correspondence shall include, call for written test / trade test / interview / appointment letter, etc.
28. Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website only. Candidate(s) are advised to visit the Institute website regularly.
29. Interim correspondences/ enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to. Only in case of any technical difficulty in filling the online application, candidates may write to hr@ncbs.res.in with a screenshot of the error page/stage and short description of the problem. However, it is the responsibility of the individual candidate to complete the online application within the due date.

HOW TO APPLY:

Step 1: Interested candidates should register ONLINE through the link on our website using a valid email ID.

Step 2: You will receive the user ID and password on your registered email ID.

Step 3: Using your ID and password you can fill in the application by clicking on "Submit Application"

Step 4: Once you fill in the application you can SAVE or PREVIEW the application. Please Note: Any corrections should be made before you SAVE the application.

Step 5: After you SAVE, you can submit the application by clicking "SUBMIT."

Step 6: All essential certificate is proof of your qualification, date of birth, experience, etc. Should be uploaded while submitting the ON-LINE application.

Note: Please do NOT send hard copies of applications/documents

Advt No.19/2025 dated 21st July 2025: Appointment for the post of Administrative Assistant (B) - Unreserved on permanent basis

Tata Institute of Fundamental Research (TIFR), an Autonomous Institute under the aegis of the Department of Atomic Energy (DAE), Government of India and is also a Deemed University, mainly awarding degrees for doctoral programs.

The National Centre for Biological Sciences (NCBS) is a Centre of the Tata Institute of Fundamental Research is looking for an appointment for the post of Administration Assistant (B) – Unreserved on a permanent basis. Applications are invited from the eligible Indian Nationals.

Name of the post: Administrative Assistant (B) - Unreserved

Post Code: ADM01

Essential Qualification & Experience:

- (a) Graduate from a recognised University/Institute with aggregate of 55% marks.
- (b) Proficiency in word processing/database/accounting procedures.
- (c) 5 years' post-qualification relevant experience in Accounts/ Purchase/Stores/General Admin /Establishment in a large and reputed organization.

Desirable Qualification: Commerce Graduate / ICWA Inter

Desirable Experience:

- i) In Audit / Income Tax / GST / Government Rules & regulations etc. and experience of working in reputed Universities/institutes of higher education under Central/State Govt./autonomous bodies will be an added advantage.
- ii) Good Communications and drafting skills.

No of position: One

Age: Maximum 33 years as on 1st July 2025.

Level in Pay Matrix: Level 6 (Stage-1) Basic Pay: Rs. 35,400/- + allowances as per Central Government norms.

Selection Method: Written Test / Skill Test.

The Last date for receipt of ONLINE applications is 15th August 2025.

Application Fee (Only Online):

Exemption from Payment of Application Fee: As per the prevailing guidelines of the Government of India, Scheduled Caste/Scheduled Tribe, Persons with Benchmark Disabilities (PwBD), ex-servicemen and women candidates are exempted from the Application Fees. Supporting certificates should be uploaded a valid Caste/Service Certificate/Disability certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected.

Payment of Application Fee: Fee for other than exempted categories application fee of **Rs.750/-** is to be paid online through Credit Card/Debit Card/Net Banking. Application Fees paid by the candidates who

have not submitted their application or whose application is not shortlisted will not be refunded. All applicable service charges, bank charges etc. shall be borne by the applicants only. Without a deposit of application fees, the application would not be processed. After remitting the application fees to the bank account, **the payment reference number is to be mentioned in the online application form.** The bank details for remittance of above amount is provided below:

Account Holder Name	NATIONAL CENTRE FOR BIOLOGICAL SCIENCES
Account Number	50200035850901
IFSC Code	HDFC0004839
Bank Name	HDFC BANK
Branch Name	AMRUTHAHALLI BRANCH, BANGALORE
Branch Code	004839
Account Type	GOVERNMENT CURRENT ACCOUNT
MICR Number	560240154

General Information:

1. The appointment to the above posts shall be made with probation of one (1) year from the date of joining. After the closure of the probationary period, a continuing appointment shall be given subject to a review of performance.
2. The selected candidate shall be required to join immediately. The institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.
3. The work experience gained after acquiring essential qualifications shall only be considered. Education/Experience claimed in the application but not substantiated by documents shall not be taken into account /considered.
4. Mere fulfillment of the minimum qualification and experience will not vest any right on a candidate(s) for being called for a written test / skill test /Group Discussion/Interaction/Interview etc. The decision of the Institute in all matters will be final.
5. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria, etc., may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualifications, age, etc. and satisfy themselves that they are eligible as per the advertisement before applying, otherwise their candidature will be cancelled at any stage, if any information or claim is not found substantiated including when the scrutiny if documents is undertaken by the Institute.

6. The Selection process may consist Written test and skill test/ job oriented practical test. Any change in the recruitment process will be intimated to the candidates in advance. The institute reserves the right not to fill the above posts herein advertised in case suitable candidates are not found.
7. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
8. The Institute reserves the right to increase or decrease the no. of posts to be filled or not to make any recruitment to any post(s), to shortlist candidates for written test and/or interviews and to accept or reject any application or not to offer the appointment without assigning any reason.
9. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any / all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening / selection, conduct of test / interview, shall be final and binding on the candidate(s).
10. The Institute reserves the right to enhance the criteria of shortlisting over and above the essential and desirable qualification and experience advertised, to optimize the number of candidate(s) to be called for test / interview. Therefore, candidate(s) should mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.
11. The Institute may offer appointments on contract or on deputation basis for the posts notified on Direct Recruitment in the interest of the institute and based on suitability of the candidate. The contract may be as pure Term Contract with specified Tenure on consolidated Pay or on Pay Scale.
12. The posts are tenable at Bangalore but are liable to be transferred if the need arises to the Institute's headquarters or other Centres and Field Stations.
13. If you are working in a Govt./ Semi Govt. /Public Sector undertaking and your application have not been forwarded through proper channel, you are required to bring a No Objection Certificate from your present employer during the time of the Written Test, failing which you may not be allowed for the recruitment process.
14. Prescribed age should not exceed as on **1 July 2025** for the above posts.
15. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by this Directorate for determining the age and no subsequent request for change will be considered or granted.
16. The age relaxations and reservation, wherever applicable shall be as per existing Central Government rules. Candidate(s) seeking such age relaxation and benefits must ensure that they are

entitled to such reservation as per eligibility prescribed in Govt. of India orders and possess certificates in the format prescribed by Govt. of India.

17. Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in Ex-SM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self- declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

18. Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, where not specified otherwise, will be the closing date for receipt of online applications.

19. The selected candidate for the above post will be governed by the National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].

20. Incomplete applications without uploading the supporting documents in support of their Educational qualification with marks, Date of Birth, Caste Certificate, Experience certificate along with pay drawn, etc. shall not be considered.

21. Certificate in support of experience should be in proper format i.e., it should be on the organization's letterhead, bear the date of issue, duration of engagement, pay scale / Last Pay, nature of work handled, name and designation of the issuing authority along with his/her signature. Pay slips/Office orders/Appointment orders or any other documents issued by the competent authority of the employers may also be considered as proof of Experience as per Institute discretion and provided it establishes the fulfilment of prescribed criteria like nature of employment, position, nature of work, pay levels unambiguously.

22. No TA/DA will be admissible for the candidates who appear for written test / trade test / Skill test/interview etc. unless otherwise mentioned in the call letters.

23. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding. Further, in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify /withdraw / cancel any communication made to the candidate(s).

24. In case of any dispute, decision of the Centre Director, NCBS, shall be final.

25. The Institute strives to have a workplace where there is equality of diversity and candidates of all class, caste, gender and religion are encouraged to apply. Women candidate(s) and transgenders are encouraged to apply.

26. Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Bangalore. Canvassing in any form and / or bringing any influence, political or otherwise, will be treated as a disqualification for the post applied for.

27. All correspondence from the Institute to the candidate(s) shall be made exclusively by way of email in the ID provided by the candidate(s). Therefore, candidate(s) are requested to retain the email-ID and check it regularly. The correspondence shall include, call for written test / trade test / interview / appointment letter, etc.

28. Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website only. Candidate(s) are advised to visit the Institute website regularly.

29. Interim correspondences/ enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to. Only in case of any technical difficulty in filling the online application, candidates may write to hr@ncbs.res.in with a screenshot of the error page/stage and short description of the problem. However, it is the responsibility of the individual candidate to complete the online application within the due date.

HOW TO APPLY:

Step 1: Interested candidates should register ONLINE through the link on our website using a valid email ID.

Step 2: You will receive the user ID and password on your registered email ID.

Step 3: Using your ID and password you can fill in the application by clicking on "Submit Application"

Step 4: Once you fill in the application you can SAVE or PREVIEW the application. Please Note: Any corrections should be made before you SAVE the application.

Step 5: After you SAVE, you can submit the application by clicking "SUBMIT."

Step 6: All essential certificate is proof of your qualification, date of birth, experience, etc. Should be uploaded while submitting the ON-LINE application.

Note: Please do NOT send hard copies of applications/documents

Advt No.19/2025 dated 21st July 2025: Appointment for the post of Supervisor (Canteen) - Unreserved on permanent basis

Tata Institute of Fundamental Research (TIFR), an Autonomous Institute under the aegis of the Department of Atomic Energy (DAE), Government of India and is also a Deemed University, mainly awarding degrees for doctoral programs.

The National Centre for Biological Sciences (NCBS) is a Centre of the Tata Institute of Fundamental Research is looking for an appointment for the post of Supervisor (Canteen) - Unreserved on a permanent basis. Applications are invited from the eligible Indian Nationals.

Name of the post: Supervisor (Canteen) - Unreserved

Post Code: AUX01

Qualification & Experience:

Essential:

- (a) 3 years Degree in Hotel Management & Catering Technology or Equivalent from recognised University/Institute.
- (b) 2 years' post-qualification experience as supervisor / manager in a large hotel / hostel / Company.
- (c) Knowledge of use of personal computers and its applications.
- (d) Good communication skills.

Desirable:

- i) The experience should be in supervisory capacity in an Industrial canteen or an established hotel catering to more than 300 persons.
- ii) Candidate should be capable of providing top grade canteen services using modern state of the art kitchen equipment and knowledge of guest house and hostel management and housekeeping management.

No of position: One

Age: Maximum 28 years as on 1st July 2025.

Level in Pay Matrix: Level 6 (Stage-1) Basic Pay: Rs. 35,400/- + allowances as per Central Government norms.

Selection Method: Written Test / Skill Test.

The Last date for receipt of ONLINE applications is 15th August 2025.

Application Fee (Only Online):

Exemption from Payment of Application Fee: As per the prevailing guidelines of the Government of India, Scheduled Caste/Scheduled Tribe, Persons with Benchmark Disabilities (PwBD), ex-servicemen and women candidates are exempted from the Application Fees. Supporting certificates should be uploaded a valid Caste/Service Certificate/Disability certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected.

Payment of Application Fee: Fee for other than exempted categories application fee of **Rs.750/-** is to be paid online through Credit Card/Debit Card/Net Banking. Application Fees paid by the candidates who have not submitted their application or whose application is not shortlisted will not be refunded. All applicable service charges, bank charges etc. shall be borne by the applicants only. Without a deposit of application fees, the application would not be processed. After remitting the application fees to the bank account, **the payment reference number is to be mentioned in the online application form.** The bank details for remittance of above amount is provided below:

Account Holder Name	NATIONAL CENTRE FOR BIOLOGICAL SCIENCES
Account Number	50200035850901
IFSC Code	HDFC0004839
Bank Name	HDFC BANK
Branch Name	AMRUTHAHALLI BRANCH, BANGALORE
Branch Code	004839
Account Type	GOVERNMENT CURRENT ACCOUNT
MICR Number	560240154

General Information:

1. The appointment to the above posts shall be made with probation of one (1) year from the date of joining. After the closure of the probationary period, a continuing appointment shall be given subject to a review of performance.
2. The selected candidate shall be required to join immediately. The institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.
3. The work experience gained after acquiring essential qualifications shall only be considered. Education/Experience claimed in the application but not substantiated by documents shall not be taken into account /considered.
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6. The Selection process may consist Written test and skill test/ job oriented practical test. Any change in the recruitment process will be intimated to the candidates in advance. The institute reserves the right not to fill the above posts herein advertised in case suitable candidates are not found.

7. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
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re-employment are not eligible for reservation in Ex-SM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self- declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

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HOW TO APPLY:

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Step 2: You will receive the user ID and password on your registered email ID.

Step 3: Using your ID and password you can fill in the application by clicking on "Submit Application"

Step 4: Once you fill in the application you can SAVE or PREVIEW the application. Please Note: Any corrections should be made before you SAVE the application.

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Note: Please do NOT send hard copies of applications/documents

Advt No.19/2025 dated 21st July 2025: Appointment for the post of Scientific Officer 'C' (Archives) – Unreserved on permanent basis

Tata Institute of Fundamental Research (TIFR), an Autonomous Institute under the aegis of the Department of Atomic Energy (DAE), Government of India and is also a Deemed University, mainly awarding degrees for doctoral programs. The National Centre for Biological Sciences (NCBS) is a Centre of TIFR. NCBS carries out cutting-edge fundamental research across a spectrum of topics in the biological sciences ranging from studies of biomedical importance to ecology, evolution, and biodiversity.

The National Centre for Biological Sciences (NCBS) is a Centre of the Tata Institute of Fundamental Research is looking for an appointment for the post of Scientific Officer 'C' (Archives) – Unreserved on a permanent basis. Applications are invited from the eligible Indian Nationals.

Name of the Post: Scientific Officer 'C' (Archives) – Unreserved

Post Code: SCT01

Essential Qualification & Experience:

(a) Full Time Masters degree in Science (M.Sc. / M.S.) from a recognized University / Institute with aggregate of 60 % marks.

OR

(a) Full time Bachelor's Degree in Engineering (BE/B.Tech) from a recognized University / Institute with aggregate of 60% marks).

and

(b) Minimum 1 year post-qualification relevant experience in engaging with archival software in the open source arena.

Desirable Qualification & Experience:

(a) Diploma in "Record Management" or "Archives Management" from the National Archives of India or its equivalent.

OR

(b) Post Graduate Diploma in Modern and Contemporary Indian Art & Curatorial Studies.

OR

(c) Post Graduate Diploma in Museology and Conservation.

Job description and desirable skills:

- Applicants are expected to be adept at the following roles and characteristics. We encourage applicants to apply even if they do not check all these boxes.
- Developing archival preservation at the Archives at NCBS-TIFR to reflect its objectives as a public collecting centre for the history of science in contemporary India. Ability to work in team to handle the end-to-end archival process, from sourcing, appraising and accessioning, to arrangement, preservation and access.
- Demonstrated application of international archival standards for accessioning, appraisal, arrangement, description, conservation and preservation: Integrating global archival standards into the framework of the Archives at NCBS, both in the physical collections and their digital reproductions.
- Supervision and coordination, both of archival accessions, and of 1-2 staff members and interns.
- Engaging with archival software in the open source arena. Commitment to free-and-open-source-software movement.

- Demonstrated proficiency with digital archiving tools and ability to work on ArchivesSpace and DSpace.
- Demonstrated ability and willingness to present research work to peers and the public. This includes experience of presenting archival work at a national or international peer-reviewed conference, and engaging with public for tours.
- Demonstrated understanding of the digital and physical preservation protocols concerning archival material, and ability to interface with specific subject experts for the same.
- Demonstrable problem solving skills using server-side technologies + archival tools or archival projects, preferably with the ability to identify, deploy, troubleshoot and manage open-source archival catalog management and archive digital preservation systems.
- Ability to bridge between the front end interface of the Archives at NCBS with the back end architecture of the collections.
- Experience or demonstrated understanding of working with markdown, git or other version management tools, command line interface, XML, JSON and the like.
- General proficiency or demonstrated understanding of web-editing in HTML, Drupal interfaces, and ability to read CSS or related frontend framework.
- Provides guidance on digital preservation issues and access technology, infrastructure and storage. Demonstrated ability to propose new digital initiatives for expanding archives access and discoverability.
- Serves as liaison between campus IT and processing archivists.
- Track record of designing and delivering successful public events/projects.
- Possess excellent communication and organizational skills.

No of position: One

Age: Maximum 28 years (Age relaxation as per rules) as on 1st July 2025

Level in Pay Matrix: Level 10 (stage-1) Basic Pay: Rs. 56,100/- + allowances as per Central Government norms.

Mode of Selection: Written Test and/or Interview

The Last date for receipt of ONLINE applications is 15th August 2025.

Application Fee (Only Online):

Exemption from Payment of Application Fee: As per the prevailing guidelines of the Government of India, Scheduled Caste/Scheduled Tribe, Persons with Benchmark Disabilities (PwBD), ex-servicemen and women candidates are exempted from the Application Fees. Supporting certificates should be

uploaded a valid Caste/Service Certificate/Disability certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected.

Payment of Application Fee: Fee for other than exempted categories application fee of **Rs.1,000/-** is to be paid online through Credit Card/Debit Card/Net Banking. Application Fees paid by the candidates who have not submitted their application or whose application is not shortlisted will not be refunded. All applicable service charges, bank charges etc. shall be borne by the applicants only. Without a deposit of application fees, the application would not be processed. After remitting the application fees to the bank account, **the payment reference number is to be mentioned in the online application form.** The bank details for remittance of above amount is provided below:

Account Holder Name	NATIONAL CENTRE FOR BIOLOGICAL SCIENCES
Account Number	50200035850901
IFSC Code	HDFC0004839
Bank Name	HDFC BANK
Branch Name	AMRUTHAHALLI BRANCH, BANGALORE
Branch Code	004839
Account Type	GOVERNMENT CURRENT ACCOUNT
MICR Number	560240154

General Information:

1. The appointment to the above posts shall be made with probation of one (1) year from the date of joining. After the closure of the probationary period, a continuing appointment shall be given subject to a review of performance.
2. The selected candidate shall be required to join immediately. The institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.
3. The work experience gained after acquiring essential qualifications shall only be considered. Education/Experience claimed in the application but not substantiated by documents shall not be taken into account /considered.
4. Mere fulfillment of the minimum qualification and experience will not vest any right on a candidate(s) for being called for a written test / skill test /Group Discussion/Interaction/Interview etc. The decision of the Institute in all matters will be final.

5. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria, etc., may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualifications, age, etc. and satisfy themselves that they are eligible as per the advertisement before applying, otherwise their candidature will be cancelled at any stage, if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the Institute.
6. The Selection process may consist Written test and skill test/ job oriented practical test. Any change in the recruitment process will be intimated to the candidates in advance. The institute reserves the right not to fill the above posts herein advertised in case suitable candidates are not found.
7. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
8. The Institute reserves the right to increase or decrease the no. of posts to be filled or not to make any recruitment to any post(s), to shortlist candidates for written test and/or interviews and to accept or reject any application or not to offer the appointment without assigning any reason.
9. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any / all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening / selection, conduct of test / interview, shall be final and binding on the candidate(s).
10. The Institute reserves the right to enhance the criteria of shortlisting over and above the essential and desirable qualification and experience advertised, to optimize the number of candidate(s) to be called for test / interview. Therefore, candidate(s) should mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.
11. The Institute may offer appointments on contract or on deputation basis for the posts notified on Direct Recruitment in the interest of the institute and based on suitability of the candidate. The contract may be as pure Term Contract with specified Tenure on consolidated Pay or on Pay Scale.
12. The posts are tenable at Bangalore but are liable to be transferred if the need arises to the Institute's headquarters or other Centres and Field Stations.
13. If you are working in a Govt./ Semi Govt. /Public Sector undertaking and your application have not been forwarded through proper channel, you are required to bring a No Objection Certificate from your present employer during the time of the Written Test, failing which you may not be allowed for the recruitment process.
14. Prescribed age should not exceed as on **1 July 2025** for the above posts.

15. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by this Directorate for determining the age and no subsequent request for change will be considered or granted.
16. The age relaxations and reservation, wherever applicable shall be as per existing Central Government rules. Candidate(s) seeking such age relaxation and benefits must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders and possess certificates in the format prescribed by Govt. of India.
17. Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in Ex-SM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self- declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
18. Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, where not specified otherwise, will be the closing date for receipt of online applications.
19. The selected candidate for the above post will be governed by the National Pension System applicable to the Central Government service [unless she/he is already governed by CCS (Pension) Rules 1972].
20. Incomplete applications without uploading the supporting documents in support of their Educational qualification with marks, Date of Birth, Caste Certificate, Experience certificate along with pay drawn, etc. shall not be considered.
21. Certificate in support of experience should be in proper format i.e., it should be on the organization's letterhead, bear the date of issue, duration of engagement, pay scale / Last Pay, nature of work handled, name and designation of the issuing authority along with his/her signature. Pay slips/Office orders/Appointment orders or any other documents issued by the competent authority of the employers may also be considered as proof of Experience as per Institute discretion and provided it establishes the fulfilment of prescribed criteria like nature of employment, position, nature of work, pay levels unambiguously.
22. No TA/DA will be admissible for the candidates who appear for written test / trade test / Skill test/interview etc. unless otherwise mentioned in the call letters.
23. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding. Further, in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify /withdraw / cancel any communication made to the candidate(s).

24. In case of any dispute, decision of the Centre Director, NCBS, shall be final.
25. The Institute strives to have a workplace where there is equality of diversity and candidates of all class, caste, gender and religion are encouraged to apply. Women candidate(s) and transgenders are encouraged to apply.
26. Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Bangalore. Canvassing in any form and / or bringing any influence, political or otherwise, will be treated as a disqualification for the post applied for.
27. All correspondence from the Institute to the candidate(s) shall be made exclusively by way of email in the ID provided by the candidate(s). Therefore, candidate(s) are requested to retain the email-ID and check it regularly. The correspondence shall include, call for written test / trade test / interview / appointment letter, etc.
28. Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website only. Candidate(s) are advised to visit the Institute website regularly.
29. Interim correspondences/ enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to. Only in case of any technical difficulty in filling the online application, candidates may write to hr@ncbs.res.in with a screenshot of the error page/stage and short description of the problem. However, it is the responsibility of the individual candidate to complete the online application within the due date.

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