



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

1, होमी भाभा रोड, कुलाबा, मुंबई - 400005

1, Homi Bhabha Road, Colaba, Mumbai 400 005

भारत सरकार का नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केंद्र एवं समविश्वविद्यालय
National Centre of the Government of India for Nuclear
Science and Mathematics and a Deemed University

दूरभाष / Telephone : 022-2278 2000

फैक्स / Fax : 022-22804610/11

वेबसाइट/Website : www.tifr.res.in

**ADVERTISEMENT NO.2022/9
FOR THE POST OF REGISTRAR**

India's premier scientific research institute is seeking a dynamic and innovative Registrar to lead the administration. An attractive compensation package is offered that includes spacious on-campus accommodation in south Mumbai.

The Tata Institute of Fundamental Research (TIFR), founded by Dr Homi Bhabha in 1945, is India's premier institute for research in the fundamental sciences. It is an autonomous institution under the Department of Atomic Energy (DAE) of the Government of India. The institute seeks an imaginative and forward-looking person, having the requisite abilities, dynamism and strength of character, to function as Registrar in the **Pay Level 13A; Pay Stage 1** plus allowances as applicable to the Central Government employees posted at Mumbai. The Registrar is provided accommodation on the Mumbai campus of TIFR.

The position is open to all qualified Indian nationals. Those serving in Central or State Government organizations have the option of applying on deputation basis according to Central Government norms. In such cases, the appointment may be regularised beyond the deputation period by mutual agreement with the parent organisation.

Qualifications and Experience:

- Post Graduate from a recognised University/Institute with aggregate of 60% marks.
- 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post or with equivalent TME (total monthly emolument) in Govt./Pvt./Public Sector Undertaking.
- Proficiency in Rules & Guidelines for General Administration followed in Central Government

Age: Maximum 56 years (Age relaxation as per rules) [Prescribed age should not exceed as on January 1, 2022.]

The candidate must be well-acquainted with (or enthusiastic to learn about and implement) computerisation and the use of the internet towards the smooth functioning of the administration.

Job Description: The Institute's administration is expected to play a facilitative role to promote scientific research at the highest level. The selected person will have the overall responsibility of running a smooth and efficient administration. He/she will report to the Director of the Institute and interface on a regular basis in a supportive manner with Institute Faculty and Staff

M. Kumar

at the Mumbai campus and the other national Centres of TIFR. The Registrar also functions as Secretary to the Council of Management of the Institute.

General Conditions: The Institute reserves the right to (i) relax any of the above criteria in case of candidates of exceptional merit – in particular, such a candidate may be offered a higher starting salary (ii) consider any one it deems appropriate and not restrict itself only to those who respond to this advertisement.

Application procedure: The candidate's application should contain a full curriculum vitae stating clearly the candidate's date of birth, educational qualifications, positions held and duties performed, and current affiliation, along with the contact details of three possible referees. It should be superscribed 'Post of Registrar' and sent to the Director's office, Tata Institute of Fundamental Research, Homi Bhabha Road, Colaba, Mumbai – 400 005, so as to reach the Institute preferably before **April 30, 2022**. Government employees must submit their application through the proper channels but may also send an advance copy as above. The application format is available at <https://www.tifr.res.in/positions>.

Interview: Outstation candidates shortlisted for the interview will be paid economy return air fare or first class A/C return train fare. If you travel by air, you are required to purchase air tickets ONLY from 1) M/s Balmer Lawrie & Company Limited (BLCL) 2) M/s Ashok Travels & Tours (ATT) 3) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC). BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED.

CORRIGENDUM, if any, on this advertisement will be issued only on the Institute's website <http://www.tifr.res.in/positions>

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