



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

1, होमी भाभा रोड, कुलाबा, मुंबई - 400005
1, Homi Bhabha Road, Colaba, Mumbai 400005
भारत सरकार के नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केन्द्र
एवं समविश्वविद्यालय
National Centre of the Government of India for Nuclear
Science and Mathematics and a Deemed University

दूरभाष/Telephone: 022-22782000
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वेबसाइट/Website: www.tifr.res.in

Advertisement No. 2022/12

Applications are invited for the following posts to be filled on deputation basis.

1. **Financial Advisor (at Colaba, Mumbai):** One Post ; Pay level: appropriate stage at Level 13 of Pay Matrix (7th Central Pay Commission).

Qualification & Experience

Officers from any Organized Finance & Accounts service of the Government of India, eligible for appointment under Non-Central Staffing Scheme are eligible for the post.

- (a) Officers holding analogous posts **OR**
with five years' regular service in Level 12 **OR**
with 10 years' regular service in Level 11 and above
- (b) Experience in Government accounting/budgeting and financial procedures, Stores and Purchase procedures.
- (c) Adequate knowledge of Government of India rules and regulations.

Job description and duties:

- a) Shall advice in all matters related to Finance, Accounts, Audit, Purchase, MoUs etc of the Institute and report to the Dean, Finance.
- b) Shall be responsible for the Accounts and Audit functions of the Institute and help in the budget formulation.
- c) Is expected to bring-in requisite expertise in the Institute's financial management and maintain a good liaison with DAE and other external Agencies.

2. **Deputy Financial Advisor (at Colaba, Mumbai) :** One Post ; Pay level: appropriate stage at Level 12 of Pay Matrix (7th Central Pay Commission).

Qualification & Experience

Officers from any Organized Finance & Accounts service of the Government of India, eligible for appointment under Non-Central Staffing Scheme are eligible for the post.

- (a) Officers holding analogous posts **OR**
(b) with five years' regular service in Level 11 **OR**

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- (c) with 10 years' regular service in Level 10 and above.
- (d) Experience in Government accounting/budgeting and financial procedures, Stores and Purchase procedures.
- (e) Adequate knowledge of Government of India rules and regulations.

Though located at TIFR, Colaba, the Deputy Financial Advisor will carry out regular audit and scrutinise the financial procedures and processes at all Centres and Field Stations and, therefore, is expected to travel extensively.

Job description and duties:

- a) Will advise the Centre Directors and Dean, CAM in all matters related to Finance, Accounts, Audit, Purchase, MoUs etc.
- b) Will be a member of all Committees related to Purchase and Finance at all the Centres.
- c) Shall report to the FA at TIFR, Head Office.
- d) Is expected to bring-in requisite expertise in financial management and maintain a good liaison with DAE, DBT, DST and other external Agencies.

COMMON ASPECTS

- (i) The maximum age limit for appointment by deputation basis shall be 56 years as on **January 01, 2022**.
- (ii) The period of deputation will be initially for three years (extendable by another two years) as per Foreign Service Terms of the Government of India.
- (iii) The eligible employees should send their applications through proper channel as per the application format uploaded on the TIFR website (<http://www.tifr.res.in/positions>).
- (iv) The application should include attested copies of confidential report dossiers for the past five years and a certificate to the effect that the officials are clear from vigilance point of view, and that there is no disciplinary case pending/contemplated against the applicant.
- (v) The closing date of application is **May 31, 2022**.
- (vi) Applications received after the expiry of last date or received otherwise than through proper channel or without cadre clearance, vigilance clearance, integrity certificate or complete APAR or without the seal of the office or otherwise found incomplete will not be entertained.

Applications from eligible and willing officers who can be spared immediately may be forwarded to Registrar, Tata Institute of Fundamental Research, 1 Homi Bhabha Road, Colaba, Mumbai 400 005.



PROFORMA

Paste your passport size Photo here

PERSONAL DATA TO BE FILLED BY THE APPLICANT

1	Name & Designation	
2	Gender	
3	Date of Birth	
4	Date of Joining Government Service	
5	Date of Retirement	
6	Pay Level ; Pay Stage	
7	Mobile No. & E-Mail ID	
8	Service to which belong	
9	Category (SC/ST)	
10	Whether currently working under Central Deputation	YES / NO i) If yes, date of reporting to Cadre ii) Whether cooling-off period completed YES/NO iii) If yes, indicate Cooling period completion date :
11	Whether belongs to SC/ST/OBC/Physically Handicapped/EWS	

12. Educational Qualifications:

(Please only mention Graduation and above)

S. No.	Qualification	Subject (s)	Year / Division	Institution / University / Place

13. Experience Details:

S. No.	(i) Pay Level and Pay Stage/Pay Band, Pay & GP (ii) Designation	Ministry / Department / Office / Place	Tenure from and Tenure to
1			
2			
3			
4			



14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

15. Training Details :

(Please mention trainings of duration of only more than one month)

S. No.	Training name / Institute / Country	Training related to specialization in subjects	From date To date
1			
2			
3			

The information furnished above by me is correct.

Date :

(Signature of Applicant)

To be filled by the Cadre Controlling Authority

It is certified that the above information given is correct as per record.

Date :

Signature _____

Name _____

Designation _____

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To be filled by the Cadre Controlling Authority

1	Whether any disciplinary proceedings have been initiated against the officer during his career, so far. If yes, details thereof	
2	Whether any complaint including that of corruption against the officer, which in the view of the State Government/Cadre Controlling Authority may have a direct bearing/relevance on the vigilance status/integrity of the officer as on date, is pending against the officer. If so, details thereof.	
3	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.	
4	Whether any criminal proceedings were registered against the officer during his career, so far. If so, the details/present status and the final out come thereof.	
5	Whether the name of the officer appears in the Agreed List.	

Particulars of APARs

1	Whether certified copies of APARs for the last five years are enclosed.		
2	Whether adverse entries, if any (expunged or unexpunged) in any APAR (s) If yes, year-wise details thereof.		
3	APAR grading of the last five years	Year/Period	Grading

