



### National Centre for Radio Astrophysics

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

Post Bag 3, Ganeshkhind, SP Pune University Campus, Pune 411007

Tel: 020-25719000/ 9111; Email: est@ncra.tifr.res.in

URL: <http://www.ncra.tifr.res.in>



#### Recruitment Advertisement No. 2022/3

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 Pune University Campus. Facilities operated by NCRA-TIFR include, the Ooty Radio Telescope (ORT) 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 candidates for the following positions:

##### 1. Engineer-D [Civil] [1 Post; UR; HQ: Pune] [Pay Level: 11; Pay Stage: 01; TME: 118,645/-]

**Essential Qualification:** Full Time M.E./M.Tech./Equivalent in Civil with aggregate of 60% marks from a recognized university / institute.

**Essential Experience:** 2 years in design and drawings, estimation, construction, complete supervision and maintenance of Civil structures in a large and reputed organization. Experience in supervising building and civil structural construction and maintenance works. Should be familiar with drawings, estimating work quantities, rate analysis, tendering procedure, supervising works, recording joint measurements of the work done, preparing, running and final bills, cross checking the bills. Maintenance of the Residence / office buildings, roads, water supply / drainage lines. Knowledge of works procedure, specifications, norms (PWD/CPWD/MES), and also knowledge of current market rates for the material, labour & construction machinery will be an added advantage.

**Desirable:** Full knowledge in tendering, contract, CPWD, DSP, Schedule, Concept and workable design in CAD CAM, BODs, various construction tests and quality parameters. Government norms and procedures for civil works, Bill processing / M Book, MEP etc.

**Job Description:** Maintenance of office and residential buildings, concrete towers, routine preventive maintenance and rectifications of roads, buildings and plumbing problems with help of civil team & purchasing necessary material for the maintenance. Supervising new construction works, recording measurements, billing etc. Preparing estimates, tender, and coordination with Architect / consultant & executing the work.

**Age:** Maximum 35 years.

##### 2. Administrative Officer-C (Accts) [1 Post; UR; HQ: Pune] [Pay Level: 10; Pay Stage: 01; TME: 99969/-]

**Essential Qualification:** (a) Post Graduate from recognized University/institute with aggregate of 55% marks in Commerce with Advanced Accountancy/ Auditing / Taxation as one of the subjects OR (a) Graduate in Commerce / B. Com from recognized University/institute with aggregate of 60% marks with inter-CA or CMA (b) Proficiency in use of personal computers and applications.

**Essential Experience:** 5 years' experience in Level 6 and /or Level 7 and /or Level 8 or with equivalent TME (total monthly emoluments) with Diploma in Finance and Accounts.

**Desirable:** Finalisation of Accounts particularly in Government Institutes, Balance Sheet and Schedules. Submitting and filling of online Income Tax TDS, GST, Profession Tax returns, Bank Reconciliation statements, preparation of quarterly / annual accounts.

**Note:** (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. The Institute reserves the right not to fill the post (any or all) herein advertised. Canvassing in any form shall disqualify the candidate.

**Essential Experience:** Post qualification experience in the relevant field.

**Last date for receipt of the applications is 31st August 2022. Age, Qualification & experience will be reckoned as on 1-Jul-2022.**

**TME:** Total Monthly Emoluments

**How to apply:** Candidates are encouraged to apply on-line at <http://tinyurl.com/ncra2022>. 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 to the Administrative Officer, NCRA-TIFR, Post Bag 3, Ganeshkhind, Pune University Campus, Pune 411007. Applications received online/ by post after the last date will not be considered. For details such as advertisement, application format, experience etc., visit at <http://tinyurl.com/ncra2022>