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 के परमाणु ऊर्जा विभाग की स्वायत्त संस्था एवं समविश्वविद्यालय
An Autonomous Institution of the Department of Atomic Energy of Government of India and a Deemed to be University

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Advertisement No. 2024/18
Walk in Selection
On
November 18, 2024 at 9.00 asm for the post of
CLERK TRAINEE

(Candidates will not be allowed after 9:00 a.m.)

Candidates are invited for Walk-in-Selection for the following post tenable at Mumbai.

The written test will start at about 10.00 a.m. and will end before 01.30 p.m.

Sr. No.	Name of the Post	Age Below (Years)	No. of tentative vacancies*	Monthly Stipend	Qualification
1	CLERK TRAINEE [Accounts]	28	10	Rs.22000/- p.m.	**Essential :** (i) Graduate from a recognized University / Institute. (ii) Knowledge of typing and use of personal computers and applications. **Desirable :** (i) Candidates with experience in Microsoft Excel, good drafting skills and with prior experience as Clerk/typist in government /semi–government/ Autonomous bodies / Public Sector Undertakings will be preferred. (ii) Candidates with Graduation in Commerce from a recognized University / Institute will be preferred. **Mode of Recruitment : Written Test**

Sr. No.	Name of the Post	Age Below (Years)	No. of tentative vacancies*	Monthly Stipend	Qualification
2	CLERK TRAINEE [Administration]	28	5	Rs.22000/- p.m.	**Essential :** (i) Graduate from a recognized University / Institute. (ii) Knowledge of typing and use of personal computers and applications. **Desirable :** (i) Candidates with experience in Microsoft Excel, good drafting skills and with prior experience as Clerk/typist in government /semi–government/ Autonomous bodies / Public Sector Undertakings will be preferred. **Mode of Recruitment : Written Test and Skill Test** **(The first twenty candidates qualified in written test will appear for the skill test on some other day. However, if none of the top twenty candidates qualify in the skill test or none of the qualified candidates joins, the next batch from the written test merit list will be called for skill test.)**

*There are tentatively 15 vacancies of Clerk Trainees. However, actual number of vacancies will be determined in due course based on functional requirement. The Institute retains the right to increase or decrease the number of vacancies to be filled.

General Information :

1. The appointment for the above post is temporary for a period of **one year**. The tenure could be extended for another year if felt necessary with necessary review. Candidate shall have no right/claim for placement or absorption by virtue of their engagement as Clerk Trainee.
2. Prescribed age should not exceed as on **July 01, 2024** for the above post.
3. No TA/DA will be paid for attending walk-in-selection.
4. Candidates will have to make their own arrangements for stay in Mumbai during the training period.
5. **NOTE : The candidates are required to produce the following**

a. **Printout of online application form.**
b. **Recent passport size photograph.**
c. **Identity Proof (Aadhaar Card / Election Card / PAN Card / Passport / Driving License). (Original and also a copy)**

6. Online application to be submitted on TIFR website i.e. http://www.tifr.res.in/positions .

7. Eligible candidates are required to apply online and bring their online application form along with original certificates and appear for walk-in-selection at 09.00 a.m. on **November 18, 2024** at Tata Institute of Fundamental Research, 1 Homi Bhabha Road, Navy Nagar, Colaba, Mumbai 400 005. Candidates will not be allowed after 9:00 am. Candidates have to opt for either the post at Sr. no. 1 OR Sr. No. 2. The written tests for both the above serial numbers will be held at about 10:00 am.

8. To reach the Institute, you may come by BEST route number 3, 11 & 125 (from CST, Mumbai) or route number 137 (from Churchgate station) all of which terminate at Navy Nagar, close to the Institute.

9. Before applying for the post, the candidate should ensure that the eligibility and other criteria is being fulfilled. Recruitment authorities would be free to reject application 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.

10. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form shall disqualify the candidate.

11. **Candidates are required to bring clip board for holding the written test paper and writing pen.**

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