



# National Centre for Radio Astrophysics

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

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## Recruitment Advertisement No. 1/2024

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 suitably qualified candidates for the following positions:

Sr	Post Name	HQ	No. of Posts	Reservations						Max Age	TME	
				UR	SC	ST	OBC	PwBD	EWS			
1	Engineer Trainee (Servo)	Khd	2	2						28	Fixed Stipend	35000
2	Engineer Trainee (Digital)	Khd	2	2						28	Fixed Stipend	35000
3	Technical Trainee (Electrical)	Khd	1	1						28	Fixed Stipend	23000
4	Technical Trainee (Civil)	Khd	1	1						28	Fixed Stipend	23000
5	Technical Trainee (Telescope Observer)	Khd	3	3						28	Fixed Stipend	23000
6	Administrative Trainee	Pune	6	6						28	Fixed Stipend	22000
7	Administrative Trainee	Khd	4	4						28	Fixed Stipend	22000

Abbreviations: Khd – Khodad; UR – Unreserved; OBC – Other Backward Classes; SC- Scheduled Caste; PwBD - Persons with Benchmark Disability (OH – Orthopedically Handicapped; HH – Hearing Handicapped); TME - Total Monthly Emoluments.

### 1. ENGINEER TRAINEE (SERVO) [2 POSTS; UR; HQ: KHODAD]

[Stipend: Rs. 35,000/- p.m. Tenure: Initial 1 year to be extended by one year (Max. 2 years, subject to satisfactory performance). No absorption after training.

**Minimum Qualification:** BE/B.Tech. (Electronics & Communication/ Electronics Engineering) from a recognized Institute/university with minimum 60% marks.

**Desirable Experience:** One-year programming/design/development experience in Embedded systems/Digital electronics/Control Systems, Microcontroller/ Microprocessor based systems, Assembly Language/ C/ VHDL Programming, RTOS/ Linux in a large and reputed organization.

**Nature of Job:** He/She will assist in the design, development and testing of digital electronics, programming of embedded systems for antenna control systems.

**Age:** Maximum 28 years.

### 2. ENGINEER TRAINEE (DIGITAL) [2 POST; UR; HQ: KHODAD]

[Stipend: Rs. 35,000/- p.m. Tenure: Initial 1 year to be extended by one year (Max. 2 years, subject to satisfactory performance). No absorption after training.

**Minimum Qualification:** BE/B.Tech. (Electronics & Communication/ Electronics Engineering) from a recognized Institute/university with minimum 60% marks.

**Desirable Experience:** One-year experience in analog / digital / FPGA-VLSI design / CPU-GPU programming, signal processing in a large and reputed organisation.

**Nature of Job:** He/She will assist in the design, development and testing of digital signal processing systems built on high-speed hardware / software platforms. Will also work on software programming, data acquisition and analysis.

**Age:** Maximum 28 years.

### 3. TECHNICAL TRAINEE (ELECTRICAL) [1 POST; UR; HQ: KHODAD]

[Stipend: Rs. 23,000 p.m. Tenure: Initial 1 year to be extended by one year (Max. 2 years, subject to satisfactory performance). No absorption after training.

**Minimum Qualification:** Diploma in Electrical Engineering.

**Desirable Experience:** One-year experience in a large and reputed organization in electrical maintenance works.

**Nature of Job:** Helping in estimation for new equipment, site supervision, UPS, Air-Conditioners, D.G. Set maintenance, etc. for electrical works at GMRT, Khodad.

**Age:** Maximum 28 years.

### 4. TECHNICAL TRAINEE (CIVIL) [1 POST; UR; HQ: KHODAD]

[Stipend: Rs. 23,000 p.m. Tenure: Initial 1 year to be extended by one year (Max. 2 years, subject to satisfactory performance). No absorption after training.

**Minimum Qualification:** (a) Diploma in Civil Engineering from a recognised University/Institute with aggregate 60% marks (b) Knowledge of use of personal computers and its applications (c) Familiarity with AutoCAD software.

**Desirable Experience:** Minimum 2 years' field experience in supervising building and civil/structural construction and maintenance works. Should be familiar with 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.

**Nature of Job:** 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.

**Age:** Maximum 28 years.

### 5. TECHNICAL TRAINEE (TELESCOPE OBSERVER) [3 POSTS, UR; HQ: KHODAD]

[Stipend: Rs. 23,000 p.m. Tenure: Initial 1 year to be extended by one year (Max 2 years, subject to satisfactory performance). No absorption after training.

**Minimum Qualification:** (1) B.Sc. (Physics/Electronics) or Diploma in Electronics and Radio Engineering (DERE).

**Nature of Training:** The incumbent is expected to help the Telescope Observer in their day-to-day activities, mainly in the quality aspects. The member will have to work in a round-the-clock shift duty.

**Age:** Below 28 years.

### 6. ADMINISTRATIVE TRAINEE [6 POSTS; UR; HQ: PUNE]

[Stipend: Rs. 22,000/- pm. Tenure: Initial 1 year to be extended by one year (Max 2 years, subject to satisfactory performance). No absorption after training.

**Minimum Qualification:** (1) Graduate from a recognized university (2) Knowledge of typing & use of personal computers and applications.

**Desired:** Fluency in spoken and written English.

**Nature of training:** On job training in the area of Accounts, General Administration, HR, Stores and Purchase.

**Age:** Maximum 28 years.

### 7. ADMINISTRATIVE TRAINEE [4 POSTS; UR; HQ: KHODAD]

[Stipend: Rs. 22,000/- pm. Tenure: Initial 1 year to be extended by one year (Max 2 years, subject to satisfactory performance). No absorption after training.

**Minimum Qualification:** (1) Graduate from a recognized university (2) Knowledge of typing & use of personal computers and applications.

**Desired:** Fluency in spoken and written English.

**Nature of training:** On job training in the area of Accounts, General Administration, HR, Stores & Purchase and Secretarial.

**Age:** Maximum 28 years.

## **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. Selected candidates for Sr. No. 5 will have to work in the round-the-clock shift duties.
- 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.
- 5) The Institute reserves the right not to fill the post herein advertised. Canvassing in any form shall disqualify the candidate

## **MINIMUM EXPERIENCE**

1. Post qualification experience in the relevant field.

## **LAST DATE**

1. **Last date for receipt of the applications** is **21 Mar 2024**. Age, Qualification & experience will be reckoned as on **1 Jan-2024**.

## **HOW TO APPLY**

1. Candidates are encouraged to apply on-line at <http://www.tinyurl.com/ncra2024>.
2. 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.
3. Applications received online/by post after the last date will not be considered.
4. For details such as advertisement, application format, experience etc., visit at <http://www.tinyurl.com/ncra2024>.

## **SELECTION PROCEDURE**

1. If the eligible number of applications are large, the Centre will restrict the number of candidates for written tests by applying additional parameters like merit list of the applicants based on the marks in the basic qualification, number of years of experience and select reasonable number of candidates for each post for recruitment purpose.
2. If found necessary, centre will conduct more than one written test, online test, skill test, for making a primary merit list.
3. This merit list is not a selection list. This merit list will be used to further shortlisting of the candidates for final written tests, online interviews, wherever required.
4. Top scorer from the final list made by the Selection Committee will be considered for selection if the candidate is otherwise suitable.

Please note that the detailed advertisement published on the NCRA website is final and candidates are encouraged to go through the website for any updates from time to time.

*In case of any difficulty in making online application please send email describing the difficulty to [estt@ncra.tifr.res.in](mailto:estt@ncra.tifr.res.in)*