



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 केंद्र  
एवं समविश्वविद्यालय

National Centre of the Government of India for Nuclear  
Science and Mathematics and a Deemed University

दूरभाष/Telephone: 022-22782000

फैक्स/Fax : 022-22804610/11

वेबसाइट/Website: www.tifr.res.in

TFR/EST/

July 19, 2023

VACANCY CIRCULAR

**Subject:** Filling up the post on deputation of –

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

Sir,

TIFR is an autonomous body under the administrative control of the Department of Atomic Energy. TIFR which does basic research in three major areas of Mathematics, Natural Sciences and Technology and Computer Science was established on 01.06.1945. It has also set up several Centres and field stations for various research facilities all over the country and was also conferred the status of Deemed to be University by the University Grants Commission.

The undersigned is directed to state that vacancy of Financial Advisor is required to be filled up by deputation at TIFR, Colaba campus, Mumbai.

It is requested that applications from suitable officers with adequate knowledge of Government of India rules and regulations, and experience in Government accounting/budgeting and financial procedures and stores and purchase procedure, willing to be considered for the above post at TIFR, Mumbai and who can be spared immediately may be forwarded to **Registrar, Tata Institute of Fundamental Research, 1 Homi Bhabha Road, Colaba, Mumbai 400 005**. The closing date of application is **September 18, 2023**.

The copy of the advertisement is enclosed as Annexure I and the proforma for application as Annexure II.

It may please be ensured that the application is forwarded in the proforma enclosed along with attested copies of confidential reports for the preceding five years. Applications received after last date or received otherwise than through proper channel or without cadre clearance, vigilance clearance, integrity certificate or complete APAR or otherwise found incomplete are liable to be rejected.

Yours faithfully,

Col Rajeev Anand (Retd.)  
Registrar

Enclosures : Annexure I and II

All Ministries/Departments of Government of India



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**Advertisement No. 2023/19**

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

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

**COMMON ASPECTS**

- (i) The maximum age limit for appointment by deputation basis shall be 56 years as on **July 01, 2023**.
- (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>).

**PROFORMA**

Paste your passport size Photo here
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**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/OBC/PwBD)	
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/PwBD	
12	Correspondence Address	

**13. Educational Qualifications:**

(Please only mention Graduation and above)

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

**14. 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			

**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

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