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INDIAN COUNCIL OF
MEDICAL RESEARCH
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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

संख्या.16/7/2022-प्रशासन

दिनांक 19.04.2022

सेवा में ,


निदेशक / प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

विषय :- Filling up the post on deputation of Financial Advisor & Deputy Financial Advisor-

महोदय / महोदया

अधोहस्ताक्षरी को उपर्युक्त विषय पर टाटा मूलभूत अनुसंधान संस्थान, 1,होमी भाभा रोड,कुलाबा , मुंबई - 400005, से प्राप्त परिपत्र संख्या TFR/EST/ दिनांक 31.03.2022 को सूचना एवं आवश्यक कारवाई हेतु अग्रेषित करने का निदेश हुआ है। परिपत्र के अनुसार इच्छुक कर्मचारी टीआईएफआर वेबसाइट (<http://www.tifr.res.in/positions>) पर उपलब्ध किए गए आवेदन प्रारूप के अनुसार उचित माध्यम से अपने आवेदन भेज सकते हैं। आवेदन की अंतिम तिथि 31 मई,2022 है।

भवदीय,


(जगदीश राजेश)

सहायक महानिदेशक (प्रशा.)

अनुलग्नक : यथोक्त

प्रतिलिपि:-

- 1 महानिदेशक /वरि. उपमहानिदेशक (प्रशा.)/ वरि. वित्त सलाहकार के निजी सचिव
- 2 परिषद के सभी प्रभाग प्रमुख
- 3 उपमहानिदेशक (प्रशा.) /सहा. महानिदेशक (प्रशा.)/ सहा. महानिदेशक (वित्त.)
- 4 डॉ.एल.के शर्मा ,वैज्ञानिक -ई: वैबसाइट पर अपलोड करने के लिए ईमेल आईडी (sharma.lk@icmr.gov.in) पर मेल कर दिया गया है।



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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 16/7/2022-Admn.II

Dated: 19/04/2022

To,

The Director/ Directors-in-Charge of
Institutes/ Centers of ICMR

Subject:- Filling up the post on deputation of Financial Advisor & Deputy Financial Advisor -

Sir/ Madam,

I am directed to refer a copy of Vacancy Circular No TFR/EST/ dated 31/03/2022 received from Tata Institute of Fundamental Research, 1, Homi Bhabha Road, Colaba, Mumbai- 400005, on the subject mentioned above for information and necessary action. As per circular 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>). The closing date of application is May 31, 2022.

Yours faithfully

(Jagdish Rajesh)
Assistant Director General (Admn)

Encl: As above

Copy to:-

- (1) PS to DG/Addl DG/ Sr. DDG(A)/ Sr. FA
- (2) All Divisional Heads
- (3) DDG(A)/ADG(A)/ADG(F)
- (4) Dr.L.K. Sharma, Scientist "E" –copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload.

वी. रामलिंगस्वामी भवन्, पोस्ट बॉक्स नं. 4911,
अंसारी नगर, नई दिल्ली - 110 029, भारत

V. Ramalingaswami Bhawan, P.O. Box No. 4911,
Ansari Nagar, New Delhi - 110 029, India

Tel: +91-11-26588895 / 26588980 / 26589794
+91-11-26589336 / 26588707
Fax: +91-11-26588662 | icmr.nic.in



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/

March 31, 2022

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

Sir,

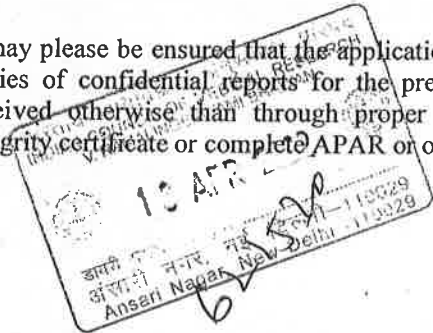
TIFR is an autonomous body under the administrative control of the Department of Atomic Energy, TIFR which does basic research in three major areas of Mathematics, Natural Sciences and Technology and Computer Science was established on 01.06.1945. It has also set up several Centres and field stations 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 vacancies of Financial Advisor and Deputy Financial Advisor are required to be filled up by deputation at TIFR, Colaba campus, Mumbai. The Deputy Financial Advisor though located at TIFR, Colaba campus, Mumbai, will carry out regular audit and scrutinise the financial procedures and processes at all Centres and Field Stations of TIFR and, therefore, is expected to travel extensively.

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 posts 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 **May 31, 2022**.

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 Sanjay B. Gokhale (Retd.)
Deputy Registrar

Enclosures : Annexure I and II

All Ministries/Departments of Government of India

Ms Malhi
19/4

D No 152 Admn
19/4/2022



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

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**

Shkumar

- (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.

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Annexure II

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 _____

Alkumar

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	<table border="1"> <thead> <tr> <th>Year/Period</th> <th>Grading</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Year/Period	Grading								
Year/Period	Grading											

M. Kumar