



Technology Information, Forecasting and Assessment Council (TIFAC)

(An Autonomous Body of Department of Science & Technology, Govt. of India)
5th Floor, AI Block, Technology Bhawan, New Mehrauli Road, New Delhi - 110 016.

Walk-in-Interview for Engagement of S&T Manpower

WALK-IN-INTERVIEW ON 20th February, 2024 (Tuesday) from **10.30 AM to 1.30 PM** in TIFAC for engagement of **Young Professional** (02 Positions) under the project supported by Ministry of Environment, Forest and Climate Change (MoEFCC), Govt. of India on full time contract and consolidated remuneration basis for a period of **One year** initially or till the expiry of the project term, whichever is earlier.

I. Name of the position available, educational qualifications and monthly emoluments:

Sl. No.	Name of the Post	No. of Positions	Essential Qualification & Experience	Upper Age limit	Monthly Emoluments (in `.)
1.	Young Professional (YP)	02 (Two)	Essential: B. Tech / BE or Post Graduate in Natural Science/Environmental sciences. Desirable: Post Graduate in Engineering or PhD in Natural Science/Environmental Sciences. Experience: Minimum of one year of work experience relevant to the job description.	40 years	Rs. 70,000/- (Consolidated monthly remuneration)

II. Desirable skills and Knowledge:

- Good knowledge and understanding of a wide range of issues particularly related to Climate change, Environment /Sustainable Development/ Climate action & preparedness/ Adaptation & Mitigation strategies / Understanding of International climate change conventions and framework, with some experience of desk research, collection of data, information and technical analysis evident from publication of research papers, articles and relevant work experience etc.
- Excellent written, verbal communication and presentation skills.
- Knowledge of computers and good understanding of Microsoft Office packages including competence in use of spreadsheets, databases, word processing and presentation packages.
- Experience of using project management and statistical analysis software is preferable.
- The ability to work individually and in a team, in a fast paced and dynamic environment.

III. **Place of posting:** Full-time basis in TIFAC, New Delhi. The selected candidate may require to undertake travels as per the requirement of the study.

IV. **Leave:** Leave of 08 days shall be allowed in a year on a pro-rata basis. TIFAC would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave.

V. **Term of Contract:** The term of the contract would be initially for one year or till the expiry of the project term, whichever is earlier. The term of the contract may be reduced at the discretion of TIFAC before making the offer of contract. After the contract is signed/accepted, TIFAC or selected

candidate may terminate the contract by giving one month's notice in writing to the other party without assigning any reason.

VI. **Confidentiality & Conflict of Interest:** The selected candidate so engaged would be required to maintain confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his / her services are liable to be discontinued immediately without assigning any reason. Further, the selected candidate engaged shall not be permitted to take up any other assignments during the period of engagement with TIFAC without prior permission of TIFAC in writing.

VII. **General terms and conditions:**

1) **The candidates for walk in interview need to carry the following documents (in original), along with duly self-attested copies as proof of their credentials:**

- I. Date of Birth Certificate (SSC/SSLC/Matriculation Certificate)
- II. Degree/Certificates
- III. Qualification of GATE/NET/National Level Examination etc.
- IV. Professional Trainings undergone, if any
- V. Publications (Research papers, articles etc., if any)
- VI. Membership of Professional & Scientific bodies/associations/groups, if any
- VII. Experience certificate from employer(s)
- VIII. No objection / relieving letter from the present Employer (if employed)
- IX. Duly filled in application form as per the format attached

Any other document, if deemed necessary may be demanded by TIFAC during the selection / contract signing process.

2) **General Conditions:**

- a. The walk-in interview would be conducted on **20th February, 2024 from 10.30 AM to 1.30 PM in TIFAC, AI Block, 5th Floor, Technology Bhawan, New Mehrauli Road, New Delhi-110 016.**
- b. **The Candidate may report half an hour before start of Interview** along with duly filled in application in the prescribed Performa as attached.
- c. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 31/01/2024.
- d. TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
- e. No TA/DA will be provided for appearing in the interview at TIFAC, New Delhi.
- f. Selected candidate(s) need to join immediately.
- g. TIFAC also reserves the right to reject any or all the applicants without assigning any reasons at any stage.

APPLICATION FORMAT

Affix latest
Passport size
photograph

1. Post Applied For :

2. Full Name of the Applicant:
(Shri/Smt./Dr. etc.)

3. Gender

Male

Female

Transgender

4. Date of Birth :

(age as on 31.11.2023)

5. Permanent Address :

6. Correspondence Address :

7. Contact No. (Mobile & Landline) :

8. Email id :

9. Nationality :

10. Educational Qualification :
(Class 10th onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

11. Professional Qualification :

Exam/Degree	Board/University/Institute	Year of Passing	% Grade	Subject

12. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure) :

Name of Organisation	Post held	Pay Scale	Gross Emoluments	Period	Nature of Duties

13. Emoluments Last Drawn (last basic pay, if working in Govt. service):

14. A one page (A4 size) note / write-up not more than 300 words on your suitability for the post mentioned

15. Any other information

Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.

DECLARATION BY THE APPLICANT

I _____ do hereby certify that the information furnished above is correct and complete. I am aware that, if any information provided here is found to be incorrect/false, my candidature/selection is liable to be cancelled.

Date:

Place:

Signature:

(Attach additional sheet, if necessary)