

**RULES FOR RECRUITMENT TO POSTS IN TIFAC**

Sl. No.	Post	Classification	Scale of Pay	Age Limit	Nature of Duties	Educational and other Qualification	Method of Recruitment
1.	2.	3.	4.	5.	6.	7.	8.
1.	Scientist/Engineer 'H'	Scientific/ Technical Staff	Rs. 5900-200-7300	50	Planning, Development, Supervision, Management, Monitoring and Coordination of Scientific/Technical Programmes and generation of new programmes and special handling of a few programmes as assigned to him.	Master's Degree in Science or Bachelor degree in Engineering/ Technology from recognised University, Institute or equivalent. 15 years experience in Planning/ Management of Scientific/Technology programmes in Govt. Depts./Academic Institutions/ Industry/Laboratory/R&D Institutions, out of which 2 years should be in the Grade/Scale of Rs. 5900-6700, or 5 years should be in the grade/scale of Rs. 5100-6300, or 6 years in Rs. 4500-150-5700. (Particular background/discipline in Science or Engineering may be specified depending on job requirements of individual cases.)	Promotion from amongst Scientists/Engineers 'G' with a minimum of 5 years service in the grade in TIFAC; or transfer/transfer on deputation of suitable officers from Govt. Departments/Autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.
2.	Scientist/Engineer 'G'	Scientific/ Technical Staff	Rs. 5100-150-5700- 200-6300	45	Planning, Development, Supervision, Management, Monitoring & Coordination of Scientific/Technical Programmes and Generation of new programmes.	Master's Degree in Science or Bachelor Degree in Engineering/ Technology from a recognised university, Institute or equivalent. 12 years experience in Planning/ Management of Scientific/Technology programmes in Govt. Departments/Academic Institutions/Industry/Laboratory/R&D Institutions, out of which 5 years in the scale of Rs. 3700-5000 or two years in the scale of Rs. 4500-5700. (Particular background/discipline in Science or Engineering may be specified depending on job requirements of individual cases.)	Promotion from amongst Scientists/Engineer 'SE' with a minimum of 5 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. Departments/autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.

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1.	2.	3.	4.	5.	6.	7.	8.
3.	Registrar	Administrative Staff	Rs. 4500-150-5700	50	Responsible for all administrative and financial matters, render financial advice to Executive Director.	Degree from a recognised university or equivalent with 15 years experience in supervisory/managerial level in administration/finance, preferably in Govt. Departments/Autonomous bodies/PSUs of which atleast 10 years in Group 'A' level in Govt. or equivalent and preferably 2 years of experience in Scientific organisations.	Promotion from amongst Sr. Managers with a minimum of 5 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. Departments/Autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.
4.	Scientist/Engineer 'SE'	Scientific/ Technical Staff	Rs. 3700-125-4700-150-5000	40	Planning, Development, Supervision, Management, Monitoring & Coordination of Scientific/Technical Programmes and specialised support to Management.	Master's Degree in Science or Bachelor Degree in Engineering/Technology from a recognised university, Institute or equivalent. 10 years experience in Planning/Management of Scientific/Technology programmes in Govt. Departments/Academic Institutions/Industry/Laboratory/R&D Institutions, out of which 5 years in the scale of Rs. 3000-4500. (Particular background/discipline in Science or Engineering may be specified depending on job requirements of individual cases.)	Promotion from amongst Scientists/Engineer 'SD' with a minimum of 5 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. Departments/autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.
5.	Scientist/Engineer 'SD'	Scientific/ Technical Staff	Rs. 3000-100-3500-125-4500	35	Study, Collection, Collation/Compilation of technical data, Preparation of technical notes/reports; Analysis of Technical/Scientific documents and monitoring of Scientific/Technical programmes and support to planning and development of programmes.	Master's Degree In Science or Bachelor degree in Engineering/Technology from a recognised University or equivalent with 5 years experience in R&D Laboratories/Scientific and Technical organisations. (Particular background/discipline in Science or Engineering may be specified depending on job requirements of individual cases)	Promotion from amongst Scientists/Engineer 'SC' with a minimum of 5 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. Departments/Autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.

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6.	Scientist/Engineer `SC`	Scientific/ Technical Staff	Rs. 2200-75-2800- EB-100-4000	28	Study, Collection Collation/ Compilation of technical data, Preparation of techni- cal notes/reports. Analysis of Technical/Scientific docu- ments and Monitoring of Sci- entific/Technical pro- grammes.	Master's Degree in Science or Bachelor degree in Engineering/ Technology from a recognised university or equivalent. (Partic- ular background/discipline in Sci- ence or Engineering may be specified depending on job requirements of individual cases.)	Direct recruitment.
7.	Scientist/Engineer `SC` (Information Services)	Scientific/ Technical Staff	Rs. 2200-75-2800- EB-100-4000	28	Assistance in access of databases for technical/ Scientific study, abstraction/ dissemination/documenta- tion services.	Master's Degree in Science/ Computer Application. Also associateship in Information Science conducted by INSDOC or equivalent.	Promotion from amongst Senior Information Execu- tive (DATABASE) and Sen- ior Information Executive with minimum of 3 years service in the grade in TIFAC; or direct recruitment.
8.	Senior Information Executive (DATABASE)	Scientific and Technical Support Staff	Rs. 2000-60-2300- EB-75-3200-100-3500	35	Preparation of format/guide- lines for collection of techni- cal data/compilation, gen- eration, updating, mainte- nance and dissemination of information related to data- base (s).	Bachelor Degree in Science or Masters Degree from a recog- nised university/Institute or equiva- lent. Diploma in Computer course and 3 years working experience in the area in an institute of repute.	Promotion from amongst Information Executive (DATABASE) with a mini- mum of 5 years service in the grade in TIFAC; or direct recruitment.
9.	Senior Information: Executive	Scientific and Technical Support Staff	Rs. 2000-60-2300- EB-75-3200-100-3500	35	Selection of books, reports, journals, processing for approval, classification & preparation of catalogue cards. Abstraction of tech- nical reports, bibliographic search.	Bachelor Degree from a recog- nised university or equivalent & Masters Degree in Library Sci- ence or associateship in Infor- mation Science Conducted by INSDOC. Minimum 3 years ex- perience in the line.	Promotion from amongst Information Executive with a minimum of 5 years serv- ice in the grade in TIFAC; or direct recruitment.

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10.	Information Executive	Scientific and Technical Support Staff	Rs. 1640-60-2600-EB-75-2900	30	Selection of books, reports and journals, processing for approval, follow up for procurement, accession and classification, preparation of catalogue cards, etc. Also to handle bibliographic search. Abstraction of Technical reports and indexing of articles of journals.	Bachelor Degree from a recognised university or equivalent, Also Bachelor Degree in Library and Information Science. 5 years working experience in Scientific Library of reputed organisation.	Promotion from amongst Documentation Assistant with a minimum of 3 years service in the grade in TIFAC; or direct recruitment.
11.	Information Executive (DATABASE)	Scientific and Technical Support Staff	Rs. 1640-60-2600-EB-75-2900	30	Preparation of Format/Guidelines for collection of technical data, Compilation, generation, Updating, Maintenance and dissemination of information related to database(s).	Bachelor Degree in Science or Master's Degree from a recognised University or equivalent; Diploma in computer course and 3 years working experience in the areas in an Institution of repute.	Direct recruitment.
12.	Documentation Assistant	Scientific and Technical Support Staff	Rs. 1400-40-1600-50-2300-EB-60-2600	30	Handling Scientific Library with ability of operation of modern automation equipments.	Graduate with Diploma in Library Science with good working Knowledge of Computer.	Direct recruitment.
13.	Senior Manager	Administrative Staff	Rs. 3700-125-4700-150-5000	45	To assist Registrar/Executive Director and responsible for administrative and financial matters.	Degree from a recognised university or equivalent. 12 years experience in Supervisory/Managerial level in Administration/Finance/Accounts/Purchase in Govt. Departments/Autonomous organisations/Public sector undertakings.	Promotion from amongst Manager (Office) with a minimum of 5 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. Departments/Autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.

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14.	Manager (O)	Administrative Staff	Rs. 3000-100-3500-125-4500	40	Responsible for liaison, Maintenance and Supervision of support services in administrative and office tasks.	Degree from a recognised university or equivalent with 8 years experience in supervisory/managerial level in Admn./Finance/Accts./Purchase. Knowledge of Modern office equipments desirable.	Promotion from amongst Accounts officer with a minimum of 6 years service and Assistant Manager (O) with a minimum of 8 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. departments/Autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.
15.	Accounts Officer	Administrative Staff	Rs. 2200-75-2800-EB-100-4000	40	Responsible for all budget/Finance/Accounts related matters.	B. Com with 10 years working experience in Govt./Autonomous bodies/PSU's or any other graduate or 10th std. pass with 15 years experience in the line out of which 8 years should be in the scale/grade of Rs. 1400-2600 or 3 years in the scale/grade of Rs. 2000-3200 in Govt./Autonomous bodies/PSUs.	Promotion from amongst Accountant with a minimum of 8 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. Departments/Autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.
16.	Assistant Manager (Office)	Administrative Staff	Rs. 2000-60-2300-EB-75-3200-100-3500	40	To assist Senior officers in office management and administration.	Degree from a recognised university or equivalent with 6 years experience in the scale/grade of Rs. 1400-2600 in Govt. Departments/Autonomous organisations.	Promotion from amongst Assistant and Assistant (Publication) with a minimum of 6 years service in the grade in TIFAC; or transfer/transfer on deputation of suitable officers from Govt. Departments/Autonomous Bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.

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17.	Accountant	Administrative Staff	Rs. 1400-40-1600-50-2300-EB-60-2600	30	Preparation of vouchers, writing of Cash-Book, General Ledger, Subsidiary ledgers; Preparation of trial balance, Making bank reconciliation, Taking follow up for outstanding payments, Providing accounting information (Budget) to concerned officers, Maintenance of payrolls and processing of claims etc.	B. Com., with 2 years experience or 10th pass with 8 years experience in the line. Working knowledge of Computer essential.	Promotion from amongst Lower Division Clerk (Accounts) with a minimum of 10 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. Departments/Autonomous bodies who fulfill the qualifications prescribed for direct recruitment; or direct recruitment.
18.	Assistant	Administrative Staff	Rs. 1400-40-1600-50-2300 EB-60-2600	30	Preparation of notes/drafts, Analysing issues and suggesting solution to problems in administration, publications, purchase, stores etc., maintenance of records Assisting Administration/ Finance officers.	Degree from a recognised university or equivalent with 3 years experience in Administration, Publications, Purchase, Stores preferably in Govt./autonomous organisations/PSUs.	Promotion from amongst Secretarial Assistants (Admn./Stenographer) and Receptionist-cum-secretary with a minimum of 5 years service in the grade in TIFAC or transfer/transfer on deputation of suitable officers from Govt. Departments/Autonomous bodies who fulfill the qualifications prescribed for direct recruitment, or direct recruitment.
19.	Assistant (Publication)	Administrative Staff	Rs. 1400-40-1600-50-2300-EB-60-2600	30	Liaison with Printers/Publishers, stocking of Publications, record keeping and Management. Preparation of catalogues, participation in seminar/exhibitions for promotion of sale/dissemination of Technical Reports/Publications.	Degree in Science with 2 years experience in the line in a reputed organisation.	Direct recruitment.

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20.	Secretarial Assistant (Admn.)	Administrative Staff	Rs. 1200-30-1560-EB-40-2040	26	Processing of papers and Maintenance of files, putting papers to officers, procurement of stock, maintenance of personal records, planning and arranging office layout, supervision and maintenance of premises, equipments and machinery (Telex, Fax and Laser Printers etc.)	10 std. pass with 40 w.p.m. speed in typing. Knowledge of handling modern office equipments. 2 years experience in the job in a reputed organisation.	Promotion from amongst LDC'S with a minimum of 5 years service in the grade in TIFAC who fulfill the qualifications (skill) prescribed for direct recruitment; or direct recruitment.
21.	Receptionist-Cum-Secretary	Administrative Staff	Rs. 1200-30-1560-EB-40-2040	26	Providing Stenographic assistance, operation of Telex, Fax and EPABX, receiving calls, noting down information and passing on to the concerned officers.	10th std. pass with speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing. Proper communication skill. Knowledge of handling modern office equipments. Should have 2 years experience in a reputed organisation on similar job.	Promotion from amongst LDC's with a minimum of 5 years service in the grade in TIFAC who fulfill the qualifications (skill) prescribed for direct recruitment; or direct recruitment.
22.	Secretarial Assistant (Stenographer)	Administrative Staff	Rs. 1200-30--1560-EB-40-2040	26	Providing Stenographic assistance knowledge of operating Telex, Fax, receiving calls, noting down information and passing on to the concerned officers.	10th std. pass with speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing. Knowledge of handling modern office equipments should have 2 years experience in a reputed organisation.	Promotion from amongst LDC with a minimum of 5 years service in the grade in TIFAC who fulfill the qualifications (skill) prescribed for direct recruitment; or direct recruitment.
23.	Assistant (DTP)	Administrative Staff	Rs. 1200-30--1560-EB-40-2040	26	To handle/work on computers and Laser Printers, Conversion of text/table from WS to Page making of presentation materials like graphs, charts, documents etc.	10th std. pass. Experience of 2 years in the line. Knowledge of Word Star, Word Perfect, Lotus, Dbase, Page Maker & Ventura package etc.	Direct recruitment.

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24.	Lower Division Clerk (Accounts)	Administrative Staff	Rs. 950-20-1150-EB-25-1500	26	Preparation of vouchers, writing of Cash-Book General Ledger, subsidiary ledgers; preparation of trial balance, making bank reconciliation, taking follow-up for outstanding payments, providing accounting information to concerned officers, maintenance of pay-rolls and processing of claims etc.	10th std. pass. Working knowledge of Computer desirable.	Direct recruitment
25.	Lower Division Clerk (LDC)	Administrative Staff	Rs. 950-20-1150-EB-25-1500	26	Responsible for filing, diary and despatch, typing work, maintenance/upkeep of files/records. May also be assigned tasks on EPABX, FAX, etc	10th std. pass. Working knowledge of typing (40 w.p.m.).	Direct recruitment.
26.	Peon	Miscellaneous Staff	Rs. 750-12-870-EB-14-940	26	<ul style="list-style-type: none"> <li>i) Dusting of files, furnitures, equipment etc. of all rooms.</li> <li>ii) Delivery and despatch of letters/documents.</li> <li>iii) Making movements of files etc.</li> <li>iv) Shifting furnitures, equipments etc.</li> <li>v) Any other work which can be assigned from time to time.</li> </ul>	8th Std. pass.	Direct recruitment.



Note :

1. No person who has not attained 18 years of age will be appointed.
2. Age limit for direct recruits relaxable upto 5 years for Government servants / employees of other autonomous organisations.
3. Age limit not applicable in cases of promotion of internal candidates.
4. Crucial date for determining the age limit shall be the closing date for receipt of application. In respect of candidates belonging to Scheduled Castes/Tribes, age limit is relaxable upto 5 years : Qualification in respect of experience relaxable at the discretion of the Selection Committee and with approval of the appointing authority.
5. Educational qualifications are relaxable at the discretion of the Selection Committee and with the approval of appointing authority, in case of candidates otherwise well qualified.
6. The period of probation for direct recruits is one year. The period of probation may be extended by the appointing authority depending on the conduct and work of the employees concerned.
7. Selection of candidates will be made by duly constituted Selection Committee and approved by the appointing authority. For all posts other than Scientist/Engineer `H', the Executive Director, TIFAC will constitute the Selection Committee, and for the post of Scientist/Engineer `H', the Selection Committee will be constituted by the Chairman of the TIFAC Committee on the recommendations of the Executive Director.
8. In case of promotion of internal candidates, selection will be on the basis of seniority-cum-merit.
9. In the case of Scientists/Engineers, promotion will be on the pattern of flexible complementing scheme as per DST practices / procedures.
10. Disqualification : No person who has entered into or contracted a marriage with a person having a spouse living, or who having a spouse living has entered into or contracted a marriage with a person shall be eligible for appointment to any of the posts.
11. Power to relax : Where the Chairman of the TIFAC Committee is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing relax any of these provisions with respect to any class or category of persons.
12. Saving : Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.