

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
ESTABLISHMENT

Ref: HBC/EST/

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Advertisement No. 05/2023

Homi Bhabha Centre for Science Education, TIFR, Mumbai hereby invites applications for the following project/trainee posts at HBCSE, Mankhurd, Mumbai.

Abbreviation: UR – Unreserved, SC – Scheduled Caste

Sr. No.	Name of the Post	No. of positions & Reservation	Age limit as on 01/07/2023	Honorarium/ Stipend
1	Project Assistant	1- SC	33 years	Rs. 37,700/- p.m. (Incl. of HRA Rs. 5,400/-)
2	Project Laboratory Assistant- B	1- UR	28 years	Rs. 37,700/- p.m. (Incl. of HRA Rs. 5,400/-)
3	Technical Trainee (Civil)	1- UR	28 years	Rs. 23,000/- p.m.

(1) Accounts Section

Project Assistant, Scheduled caste (SC) – 1 Post

Walk-in-Selection Date & Time: 21/12/2023, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full time **Graduate** with aggregate of 50% marks or equivalent CGPA of any recognized University/ Institute.
2. Knowledge of typing.
3. Knowledge of use of personal computers and applications- supported by certificates from the government recognized institutions.
4. Minimum 1- year experience in clerical work in Accounts in large and reputed organization.

Desirable Qualification:

1. Preference will be given to the Commerce Graduate.
2. Experience in using accounting software.
3. Knowledge of written and spoken English.

Job Description:

1. All work related to Accounts such as to make all entries of bills in the software, to check and prepare bank reconciliation statements, taxation, maintain and prepare registers etc.
2. Any other work assigned by the supervisor.

The above post is temporary for one year and can be extended up to one or two more years based on the requirement and performance of the candidate.

The SC candidates are required to submit the certificate in the prescribed format only. The prescribed format for the SC certificate: <https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/format-for-scst-certificate.pdf/>

(2) Integrated Laboratory

Project Laboratory Assistant- B, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 04/01/2024, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full time H.S.C. with 60% marks.
2. Two year experience in Laboratory.

OR

1. National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Electrical or Electronics trade.
2. Two years' experience in the field of Electrical or Electronics.

OR

1. National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Electrical or Electronics trade.
2. One year experience in the field of Electrical or Electronics.

Only given Trades of ITI will be considered: Electrical or Electronics.

Desirable:

Qualification with Science background will be preferred.

Job Description:

1. To design and develop the experimental setups to help in Laboratory work, to prepare drafts, to handle and repair-maintenance of Laboratory equipment.
2. Any other work assigned by the supervisor.

The above post is temporary for one year and can be extended up to one or two more years based on the requirement and performance of the candidate.

(3) TECHNICAL SERVICES SECTION

Technical Trainee- Civil, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 19/12/2023, 09.00 a.m. to 10.30 a.m.

Essential Qualification:

Full time Diploma in Civil Engineering from a Government recognized University/ Institute.

Desirable Qualification:

Knowledge of use of personal computer and software like AutoCAD, MS- Office etc.

Job Description:

1. To assist in supervision of Civil and Public health activities during construction/repair works, supervision of maintenance jobs of all civil works in buildings and roads by the department staff. To assist in preparation of bills of quantities and estimates. To record the site measurement as per the instruction of the supervisor recording measurements of work done on site.
2. Any other work assigned by the department Engineers.

Selected candidates will have to work in the round-the-clock shift duties if requires.

The above post is temporary for one year and can be extended for another year based on the requirement and performance of the candidate.

General Conditions:

1. In case Universities/Board award letter grades/CGPA/OGPA, the same will have to be indicated as an equivalent percentage of marks as per the norms adopted by the University/Board. In the absence of the same, the candidature will not be considered (while submitting original documents for verification, the candidates will have to produce the norms of the University/Board for conversion of grades/CGPA/OGPA to equivalent percentage of marks.
2. Post/s for General Category (Unreserved) – SC/ST/OBC/EWS candidates can also apply.
3. SC, ST and OBC candidates applying for unreserved posts are not eligible for age relaxation.
4. SC certificate (wherever applicable) in the Government of India format.
5. Outstation candidates called for recruitment process for the SC category posts will be paid a single second class (non-air conditioned) return train fare for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets.
6. **Project/ Trainee staff will not be entitled for Institute provided accommodation.**
7. **Please download ‘Application Form’ here:**
<https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/application-form.pdf/>
Bring ‘Application Form’ duly filled in all respect with enclosures at the time of interview.

HBCSE reserves the right to conduct written tests, skill test and the interviews or postpone or cancel the entire selection process for any or all posts. Canvassing in any form shall disqualify the candidate.

Before applying for the post, the candidate should ensure that she/ he fulfills the eligibility and other criteria. The Centre would be free to reject applications not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be terminated from service if appointed.

The HBCSE-TIFR reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. One or more vacancies may be filled through the said recruitment process.

Sd/-

(Pragati Dandekar)

Head Administrative Operations

NOTICE BOARDS

: HBCSE, Mankhurd
: TIFR Main Campus
: TIFR CAM, Bengaluru
: NCBS, Bengaluru & Panchmarhi
: NCRA, Pune

: GMRT, Pune
: RAC & CRL, Ooty
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