

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
ESTABLISHMENT

Ref: HBC/EST/

December 27, 2024

Advertisement No. 05/2024

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

Abbreviation: UR – Unreserved, OBC – Other Backward Class

Designation	No. of Posts and Reservation		Honorary/ Stipend	Max. age limit as on 01/07/2024
	UR	OBC		
Project Scientific Officer (B)	1	-	Rs. 81900/- p.m. (Incl. of HRA Rs. 12852/-)	28 yrs
Project Scientific Assistant (B)	1	-	Rs. 62200/- p.m. (Incl. of HRA Rs. 9558/-)	28 yrs
Project Assistant	1	-	Rs. 40000/- p.m. (Incl. of HRA Rs. 5859/-)	28 yrs
Project Work Assistant	3	-	Rs. 31500/- p.m. (Incl. of HRA Rs. 5400/-)	28 yrs
	-	1		31 yrs
Clerk Trainee	1	-	Rs. 22000/- p.m.	28 yrs
Technical Trainee (Civil)	1	-	Rs. 23000/- p.m.	28 yrs
Tradesman Trainee (Plumber)	1	-	Rs. 18500/- p.m.	28 yrs
Tradesman Trainee (Carpenter)	1	-	Rs. 18500/- p.m.	28 yrs

1. BIOLOGY OLYMPIAD CELL

Project Scientific Officer- B, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 14/01/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full time Master of Science in any field of Biology from a recognized University/ Institute with aggregate of 60% marks or equivalent CGPA.
2. One year post qualification experience in the relevant field.

Desirable Qualification & Experience:

1. Knowledge of personal computers and use of standard software.
2. Proficiency in graphic design or bioinformatics software.
3. Proficiency in English and/or experience with science outreach.

Job Description:

1. To design and develop challenging experiments in various areas of biology for the Biology Olympiad Programme.
2. To assist undergraduate students with projects and develop materials in Biology for NIUS program.

P.T.O.

3. The candidate will be involved in training and guiding undergraduate students as well as teachers in experimental Biology.
4. Any other work assigned by the supervisor.

2. BIOLOGY OLYMPIAD CELL

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

Walk-in-Selection Date & Time: 21/01/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full time Science Graduate (B.Sc.) in Microbiology/ Botany/ Zoology/ Life Sciences/ Biotechnology/ Biochemistry from a recognized University/ Institute with aggregate of 60% marks or equivalent CGPA.
2. Knowledge of use of personal computers and its applications.
3. 0 to 2 years post qualification experience in the relevant field.

Desirable Qualification & Experience:

1. M.Sc. in Microbiology/ Botany/ Zoology/ Life Sciences/ Biotechnology/ Biochemistry with aggregate of 60% marks or equivalent CGPA in Graduation.
2. Proficiency in English and/or experience with science outreach.

Job Description:

1. To develop and standardize challenging experiments in various disciplines in Biology.
2. To assist biology cell members in various other activities and organization of the programs of the Cell.
3. Any other work assigned by the supervisor.

3. ADMINISTRATION

Project Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 13/01/2025, 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. Minimum 1- year experience in clerical duties and correspondence in large and reputed organization.
3. Knowledge of typing.
4. Knowledge of use of personal computers and applications- supported by certificates from the government recognized institutions.

Desirable Qualification & Experience:

1. Good written & oral communication skills.
2. The candidate with experience in purchase & stores will be given preference.

P.T.O.

Job Description:

1. To assist in finding reliable suppliers and making bid requests on supply contracts.
2. To assist in evaluating the bids, preparation of Work Order/ Purchase Order etc.
3. To co-ordinate delivery and storage operations and stores.
4. Documentation of records.
5. To maintain the record of the inventory and take a stock of items as when required.
6. Any other work assigned by the supervisor.

4. NATIONAL CO-ORDINATOR'S OFFICE (NC Office)**Project Work Assistant, Unreserved (UR) – 1 Post**

Walk-in-Selection Date & Time: 16/01/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Passed S.S.C. OR Equivalent from a recognized Board.
2. Minimum one year experience.

Desirable Qualification & Experience:

1. 10 + 2 qualification.
2. Should be familiar with the use of computers/ email correspondence/ Printer/ Scanning machine.
3. Good communication skills.

Job Description:

1. To attend phone calls, record keeping, filling paper, movement of files from one section to another, photocopy and stationery related work and general tidiness of office.
2. Any other work assigned by the supervisor.

5. ESTABLISHMENT SECTION**Project Work Assistant, Unreserved (UR) – 1 Post**

Walk-in-Selection Date & Time: 16/01/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Passed S.S.C. OR Equivalent from a recognized Board.
2. Minimum one year experience.

Desirable Qualification & Experience:

1. 10 + 2 qualification.
2. Should have experience as attendant in a reputed organization.

Job Description:

1. To attend phone calls, record keeping, filling paper, movement of files from one section to another, photocopy etc.
2. Arrangements of various programs of the Centre.

3. Should be familiar with the use of computer/ email correspondence/ Printer/ Scanning machine.
4. Any other work assigned by the supervisor.

6. NIUS PHYSICS LABORATORY PROGRAMME

Project Work Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 17/01/2025 , 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. S.S.C. OR Equivalent (Central/State Board Examinations).
2. Minimum One year experience.

Desirable Qualification & Experience:

1. Preference will be given to the candidates with H.S.C. (Any stream) with minimum of overall 60% marks.
2. Two (2) years' experience in a Physics laboratory or related industry.
3. Basic knowledge of troubleshooting and repairing of simple instruments.

Job Description:

1. To assist the staff and students in physics laboratories including cleaning, handling laboratory apparatus and setting up laboratory instruments.
2. To maintain the laboratories and various instruments.
3. To keep detailed records of laboratory instruments and furniture.
4. To purchase lab-related materials and instruments from local markets or online platforms.
5. To fabricate custom parts/components using simple hand tools and machines.
6. Any other work assigned by the supervisor.

7. BIOLOGY OLYMPIAD CELL

Project Work Assistant, Other Backward Class (OBC) – 1 Post

Walk-in-Selection Date & Time: 15/01/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. S.S.C. OR Equivalent (Central/State Board Examinations).
2. Minimum One year experience.

Desirable Qualification & Experience:

Basic knowledge of computers and its application.

Job Description:

1. To perform the regular duties of lab attendant.
2. To maintain the biology laboratory, cleaning, and washing of glassware, handling lab instruments, paper photocopying, filing, keeping records etc.
3. Any other work assigned by the supervisor.

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

8. ARCHIVES SECTION

Clerk Trainee, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 24/01/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification:

1. Graduate from recognized University/ Institute.
2. Knowledge of typing and use of personal computers and applications.

Job Description:

1. Collating of information and records and cataloguing previous HBCSE records. Selecting, retrieving and maintaining organization of HBCSE past and important records viz. administrative records, annotated manuscripts, maps, architectural drawings, lab notes, photographs, negatives, slides, oral histories and other electronic audio/visual material under the guidance of supervisor.
2. Preservation of old record of HBCSE.
3. Any other work assigned by the supervisor.

9. TECHNICAL SERVICES

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

Walk-in-Selection Date & Time: 23/01/2025 , 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.

10. TECHNICAL SERVICES

Tradesman Trainee- Plumber, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 22/01/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification:

ITI i.e. National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in 'Plumber' trade/discipline.

Desirable Qualification:

Basic knowledge of plumbing and fitting materials & tools.

Job Description:

1. To assist the departmental Tradesman/ Engineers in their respective site work/ maintenance works/ project works.
2. Any other work assigned by the department Engineers.

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

11. TECHNICAL SERVICES

Tradesman Trainee- Carpenter, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 22/01/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification:

ITI i.e. National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in 'Carpenter' trade/discipline.

Desirable Qualification:

Basic knowledge of carpentry and furnishing materials & tools.

Job Description:

1. To assist the departmental Tradesman/ Engineers in their respective site work/ maintenance works/ project works.
2. Any other work assigned by the department Engineers.

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

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.

P.T.O.

4. OBC Candidates should produce a valid copy of the Non-Creamy Layer Certificate issued by the competent authority in the Govt. of India format. The OBC Non-Creamy Layer certificate in GOI format should be preferably for the current financial year on the date of the closing date of recruitment process or utmost not earlier than one year from the date of the closing date of recruitment process.

5. Sr. No. 1 to 7 are temporary posts for one year and can be extended up to one or two more years based on the requirement and performance of the candidate.

Sr. No. 8 & 9 are temporary posts for one year and can be extended up to one more year based on the requirement and performance of the candidate.

Sr. No. 10 & 11 are temporary posts for one year.

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
: NBF & TCIS, Hyderabad
: ICTS, Bengaluru