

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
Tata Institute of Fundamental Research
V.N. Purav Marg, Mankhurd, Mumbai – 400 088.

Ref: HBC/ADMN/EST/

July 19, 2022

Advertisement No. 04/2022

WALK - IN – SELECTION

**ON AUGUST 04, 2022 AT 9.30 A.M. TO 11.00 A.M. FOR THE POST OF ‘CONSULTANT’
(ARCHIVES)**

CANDIDATES are invited for Walk-in-Selection for the above post tenable at HBCSE, Mumbai.

SCOPE OF WORK:

1. Collating of information and records and cataloguing previous HBCSE records
2. Evaluation, selecting, retrieving and 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
3. Interaction with previous and current staff members for documentation of records to make it available for the users
4. Preservation of old record of HBCSE
5. Developing long term plan for HBCSE archives

EDUCATIONAL QUALIFICATIONS: Graduate/Post Graduate in any stream from a recognized University/Institute (Post Graduates preferred).

EXPERIENCE: More than 07 years of experience in running the Archives Department of government/research/ scientific institute.

AGE LIMIT: Candidate should not be more than 50 years of age on July 01, 2022.

CONSOLIDATED PAY: Remuneration will be decided on the basis of education, experience and existing pay; this does not include any allowances.

General information:

- 1) The appointment will be purely on contract basis.
- 2) The contract would be for a period of six months initially, further extendable for another six months i.e. upto 01 year.
- 3) Working hours will be similar to the regular employees but would have to work on Saturdays and holidays, as per the requirement of the department/section.
- 4) No TA/DA will be paid for attending the interview.
- 5) Accommodation will be not be provided.
- 6) Before applying for the post, the candidate should ensure that s/he fulfills the eligibility and other criteria. Recruitment authorities would be free to reject application not fulfilling the

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requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidate/s shall be liable to be terminated from service if appointed.

- 7) The Institute reserves the right not to fill the post herein advertised. Canvassing in any form shall disqualify the candidate.
- 8) **The candidates should check HBCSE's website <https://hbcse.tifr.res.in/> regularly for updates.**
- 9) **To reach HOMI BHABHA CENTRE FOR SCIENCE EDUCATION, T.I.F.R.,** (Next to Anushaktinagar Bus Terminus), V. N. Purav Marg, Mankhurd, Mumbai 400 088; you may come by train to Mankhurd (Harbour Line) or take BEST Bus routes, 21 Ltd. from Dadar (E), 92 Ltd. or 521 Ltd. from Dadar (W), 360 from Kurla or 352 from Sion.

Note: The candidates are required to produce following original documents with copies at the time of verification of documents during the recruitment process:

- a. Identity Proof (Aadhar Card/Election Card/PAN Card/Passport/Driving License).
- b. Proof of Date of Birth/ age (S.S.C school leaving certificate/ PAN card/ Passport),
- c. Educational Qualification (All semester wise mark sheets and certificates). **In case University/Board awards letter grades/CGPA/OGPA, the same will have to be indicated as 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).
- d. Experience Certificate/s, if any.

Sd/-

(Pragati Dandekar)

Head Administration and Finance